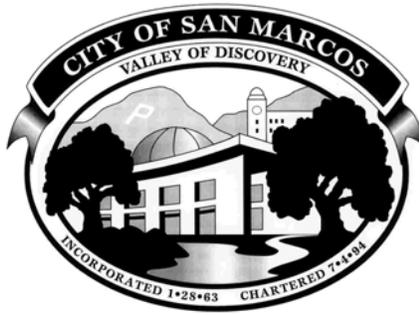


APPLICATION INSTRUCTIONS

1. Complete two pages of application, making sure you sign the application. If you are accessing this document through our WEB site, please keep the pages in order.
2. Submit the information required based on the “submittal requirements” information page.
3. Complete and sign the Initial Study – Part I.
4. Complete the Disclosure Statement.
5. Public Notice Package Fee of \$175.00 is required to be paid. Applicant is required to provide a 500' radius map, a list of APN's/names/mailling addresses and three (3) sets of gummed mailing labels. The fee of \$175 must be paid at time of application submittal. Additional postage and envelope fees will be invoiced and are due prior to hearing or approval. The 500' radius may be expanded at the Planning Director's determination.
6. The individual or company representative responsible for the preparation of the Public Notice Package should complete/sign the Public Notice Certification #1.
7. Complete the Public Notice Certification #2, if your project is within 500' of a mobile home park or your project is in an existing commercial or industrial center.
8. Statement of Justification is only for a Variance/Grading Variance request.
9. If your application requires submittal of a Materials Board (see submittal requirements), please follow these specifications – especially the size.
10. If your application requires the use of a Title Block, please follow specifications.
11. ALL applications require the posting of a sign with the information provided in the sample. A photo of the posted sign must be submitted within 7 days after application submittal and must be readable. Please remove the sign after action by the Administrative Officer, the Planning Commission and/or City Council. It is not necessary to keep it posted after that.
12. Complete the Storm Water Assessment and Determination Checklist. If a project is determined to be a “priority project,” or “significant redevelopment,” a complete technical report will be required. Ask the Planning Division for a copy of the City of San Marcos Storm Water Standards manual.
13. On Commercial and Industrial Site Development Plans/Landscape Plans, locate all utilities (including backflow prevention devices). Provide photos of the actual utility.
14. Electronic documents will be requested when a project is ready for public review. These documents will include, but are not limited to, site plans/maps, architectural elevations, and landscape plans, and should be submitted in JPEG format on compact disks (CD's).

ALL MAPS/PLANS MUST BE FOLDED TO 8 ½ X 11



APPLICATION

INSTRUCTIONS TO THE APPLICANT

1. Complete Parts A thru I
2. Submit Filing Fee
3. Submit appropriate number of maps etc. (see matrix)
4. Make Checks Payable to:
CITY OF SAN MARCOS

FOR DEPARTMENT USE ONLY

APPLICATION NO. _____
 Related Cases _____
 Planner Acceptance _____
 Date _____ Fee Receipt No. _____
 Total Fee Amount*:\$ _____
 Application complete? Yes _____ No _____

*(You may be billed an additional amount for any overnight mailings and/or public noticing which must be paid prior to any public hearing).

PART A

APPLICATION FOR: (Fee to be inserted by staff)

| | | | |
|---|----------|--|----------|
| <input type="checkbox"/> Administrative Appeal | \$ _____ | <input type="checkbox"/> Tentative Parcel Map | \$ _____ |
| <input type="checkbox"/> Boundary Adjustment | \$ _____ | <input type="checkbox"/> TPM Extension | \$ _____ |
| <input type="checkbox"/> Design Zone | \$ _____ | <input type="checkbox"/> Tentative Subdivision Map | \$ _____ |
| <input type="checkbox"/> Development Agreement | \$ _____ | <input type="checkbox"/> TSM Extension | \$ _____ |
| <input type="checkbox"/> Environmental Impact Report | \$ _____ | <input type="checkbox"/> Use Permit – Major | \$ _____ |
| <input type="checkbox"/> Environ. Initial Study | \$ _____ | <input type="checkbox"/> Use Permit - Minor | \$ _____ |
| <input type="checkbox"/> General Plan Amendment | \$ _____ | <input type="checkbox"/> Use Permit – Director’s | \$ _____ |
| <input type="checkbox"/> Grading Variance | \$ _____ | <input type="checkbox"/> Use Permit - Non-profit | \$ _____ |
| <input type="checkbox"/> Multi-family SDP | \$ _____ | <input type="checkbox"/> Variance - Single Family | \$ _____ |
| <input type="checkbox"/> Prezone | \$ _____ | <input type="checkbox"/> Variance – Other | \$ _____ |
| <input type="checkbox"/> Ridgeline Overlay Zone (ROZ) | \$ _____ | <input type="checkbox"/> Zone Change | \$ _____ |
| <input type="checkbox"/> Sign Program | \$ _____ | <input type="checkbox"/> CFD 98-01 Annexation | \$ _____ |
| <input type="checkbox"/> Site Development Plan | \$ _____ | <input type="checkbox"/> CFD 98-02 Annexation | \$ _____ |
| <input type="checkbox"/> SDP Revision/Extension | \$ _____ | <input type="checkbox"/> Public Notice Package | \$ _____ |
| <input type="checkbox"/> Specific Plan | \$ _____ | <input type="checkbox"/> 4(d) Habitat Loss | \$ _____ |
| <input type="checkbox"/> Telecom Facilities Permit | \$ _____ | <input type="checkbox"/> Other | \$ _____ |

TOTAL: \$ _____

PART B

DESCRIPTION OF REQUEST (State in detail what you intend to do – use additional pages if necessary).

PART C - PROPERTY

Location of Property: _____

Assessor's Parcel Number(s): _____

Legal Description: _____

PART D - THE APPLICANT (DEVELOPER)

Name _____
Mailing Address _____ City _____ State ____ Zip _____
Phone () _____ Fax () _____ E-Mail address: _____
Are you the owner? Lessee? Agent?

PART E - THE PROPERTY OWNER

Name _____
Mailing Address _____ City _____ State ____ Zip _____
Phone () _____ Fax () _____ E-Mail address: _____

PART F - THE PROSPECTIVE OWNER (IF APPLICABLE)

Name _____
Mailing Address _____ City _____ State ____ Zip _____
Phone () _____ Fax () _____ E-Mail address: _____

PART G - THE PROJECT MANAGER (REPRESENTATIVE FOR DEVELOPER)

Name _____
Mailing Address _____ City _____ State ____ Zip _____
Phone () _____ Fax () _____ E-Mail address: _____

PART H - THE ENGINEER

Name _____
Mailing Address _____ City _____ State ____ Zip _____
Phone () _____ Fax () _____ E-Mail address: _____

PART I - ARCHITECT

Name _____
Mailing Address _____ City _____ State ____ Zip _____
Phone () _____ Fax () _____ E-Mail address: _____

**PLEASE INDICATE WHICH OF THE ABOVE WILL BE THE CONTACT PERSON
THROUGHOUT THE PROCESSING: (D)____, (E)____, (F)____, (G)____, (H)____, (I)____**

Note: If applicable, the Applicant and/or their representative must be present at the hearing. Failure to be present may result in denial of the application.

Signature of Applicant Date
(Attach letter of authorization if applicant is not owner of property)

Please Print or Type Signature's Name

**CITY OF SAN MARCOS
SUBMITTAL REQUIREMENTS**

| | CUP-MAJOR | CUP-MINOR | CUP-DP | DZ | GV | MFSDP | PZ | SDP | SP | TPM | TSM | V | R | GPA |
|--|-----------|-----------|--------|----|----|-------|----|-----|----|-----|-----|----|----|-----|
| FEES | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| LEGAL DESCRIPTION | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| APN | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| DISCLOSURE STATEMENT | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| CONSENT OF OWNER | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| TITLE REPORT | 2 | | | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| SOILS REPORT / GEOTECHNICAL | | | | | | 4 | | 4 | | 4 | 4 | | | |
| INITIAL STUDY PART I | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| MATERIALS BOARD | X | | | X | | X | | X | | | | | | |
| PUBLIC NOTICE PACKAGE | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| SIGN PHOTO | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| SITE PLAN | 38 | 19 | 15 | 38 | 38 | 39 | 40 | 21 | 38 | 33 | 46 | 38 | 38 | 38 |
| SITE PLAN 8½x11 | 1 | | | 1 | | 1 | | 1 | | 1 | 1 | | | |
| ARCHITECTURAL ELEVATIONS & RENDERINGS | 20 | | | 18 | | 18 | | 8 | 18 | | | | | |
| COLOR ELEVATIONS AND RENDERING 8½ x 11 | 20 | | | 18 | | 18 | | 8 | 18 | | | | | |
| LANDSCAPE PLAN | 20 | | | 20 | | 20 | | 8 | 20 | | | | | |
| FLOOR PLANS | 18 | 18 | 14 | 18 | | 18 | | 8 | | | | | | |
| GRADING PLAN | 8 | | | 8 | 8 | 8 | | 8 | 8 | 8 | 8 | | | |
| SLOPE DENSITY | | | | | | | | | | X | X | | | |
| CFD 98-01 ANNEXATION*** | X | X | X | X | | | | | | | | X | X | X |
| CFD 98-02 ANNEXATION*** | X | X | X | X | | | | | | | | X | X | X |
| SIGN PROGRAM | 2 | 2 | | 2 | | 2 | | 2 | 2 | | 2 | | | |
| STORM WATER ASSESSMENT | X | X | X | X | X | X | | X | X | X | X | X | | |
| WATER QUALITY TECHNICAL REPORT | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| SITE LIGHTING PLAN | 2 | | | 2 | | 2 | | 2 | | | | | | |
| HYDROLOGY REPORT | 4 | | | 4 | 4 | 4 | | 4 | 4 | 4 | 4 | | | |

*** ALL MAPS MUST BE FOLDED TO 8½ X 11 ***

NOTE: All of the above are preliminary quantities for review of the submitted project. The project planner may require additional information, plans and reports as deemed necessary to appropriately process the project.

INITIAL STUDY - PART I
(To be completed by Applicant)

General Information

1. Name and address of developer or project applicant: _____

2. Address of project: _____

Block and Lot Number: _____

Assessor's Parcel Number: _____

3. Name, address, and telephone number of person to be contacted concerning this project: _____

4. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies. Indicate the application permit number for the project to which this form pertains:

5. Existing zoning district: _____

6. Proposed use of site: _____

Project Description:

7. Site size: _____

8. Square footage: _____

9. Number of floors of construction: _____

10. Amount of off-street parking provided: _____

11. Proposed scheduling: _____

12. Anticipated phased development? _____

13. If residential, include the number of units, type of units, unit sizes. _____

14. If commercial, indicate the type, number of units, square footage, and loading facilities. _____

15. If industrial, indicate type, estimated employment per shift, and loading facilities: _____

16. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project. _____

Are the following items applicable to the project or its effects? Discuss below all items checked yes. (Attach additional sheets as necessary).

| | Yes | No |
|---|--------------------------|--------------------------|
| 17. Change in existing features of any bays, tidelands, beaches or hills or substantial alteration of ground contours. | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Change in scenic views or vistas from existing residential areas or public lands or roads. | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Change in pattern, scale or character of general area of project. | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Significant amounts of solid waste or litter. | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Change in dust, ash, smoke, fumes or odors in vicinity. | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Change in ocean, bay, lake stream or ground water quality or quantity, or alteration of existing drainage patterns. | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Substantial change in existing noise or vibration levels in the vicinity. | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Site on filled land or on slope of 10 percent or more. | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Use of disposal of potentially hazardous materials, such as toxic substances flammables or explosives. | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Substantial change in demand for municipal services (police, fire, water, sewage, etc.). | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.). | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Relationship to a larger project or series of projects. | <input type="checkbox"/> | <input type="checkbox"/> |

Environmental Setting

29. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. _____

30. Describe the surrounding properties, including information on plant and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single family, apartments, shops, industrial, etc.) and scale of development (height, frontage, setback, rear yard, etc). _____

Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

I further understand that additional information or requirements may be necessary. I hereby waive all time limits required by law for the time it takes to provide the additional requirements.

Date: _____

Signature _____

For _____

DISCLOSURE STATEMENT OF OWNERSHIP INTERESTS

The following information must be disclosed on all applications:

A. List the names of all persons having a financial interest in the **application**:

| | |
|--|--|
| | |
| | |
| | |

B. List the names of all persons having any legal or equitable ownership interest in the **property** involved.

| | |
|--|--|
| | |
| | |
| | |

C. If any persons identified in A. above, is a corporation or partnership, list the names of all individuals owning more than 10% of the share in the corporation or owning any partnership interest in the partnership.

| | |
|--|--|
| | |
| | |
| | |

D. If any persons identified in A. above, is a non-profit organization or a trust, list the names of any person serving as director of the non-profit organization, trustee or trustees, beneficiary or beneficiaries.

| | |
|--|--|
| | |
| | |
| | |

(Note: "Person" means any individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver, syndicate, city, county, district or other political subdivision, or any other group or combination acting as a unit.)

Attach additional pages as necessary.

PUBLIC NOTICE PROCEDURES

Please provide the following information for the Public Notice Package:

1. SAN DIEGO COUNTY ASSESSOR'S MAP:

- Show the entire property by cross-hatched markings on a single 8½x11 sheet with a radius line encircling the property at a distance of 500 feet from the perimeter property line.
- See Note #2.
- Each parcel lying wholly or in part within the 500-foot line shall have the parcel number delineated and readable.
- **Assessor's maps must be submitted on a single 8½x11 sheet.** (See attached sample).

2. TYPED LIST OF ALL AFFECTED PROPERTY OWNERS:

- Submit a list of each Assessor's Parcel Number (APN) with name and address as listed on the latest equalized Assessor's rolls. Make sure each name is identified with an Assessor's Parcel Number as follows:
 - 000-00-000-00
 - Name
 - Address
 - City, State, Zip
- If there are fewer than ten parcels, a minimum of ten (10) property owners surrounding the project site must be listed.
- If the 500' radius is within the boundary of an owner-occupied mobile home park/project, or condominium complex, the entire mobile home park or condominium complex shall be included in the public notice package.
- **Include yourself, architect, engineer and property owner of the site.**
- Note: For properties located within the "Ridgeline Overlay Zone" (ROZ), show the entire property by cross-hatched markings on a single 8 ½ x 11 sheet with a radius line encircling the property at a distance of 1,000 feet from the perimeter property line. Expand radius if necessary to include a minimum of 100 property owners.

3. THREE SEPARATE SETS OF GUMMED, MAILING LABELS ON 8 ½ X 11 SHEETS CONTAINING THE ABOVE LIST.

- The APN's, names and addresses on these labels must match those on the printed list.
- If an additional set of gummed, mailing labels must match those on the printed list.
- If an additional set of gummed, mailing labels are needed for a possible appeal and/or City Council hearing, applicant will be invoiced for labels.
- Addresses for yourself, architect, engineer and property owner must be included.

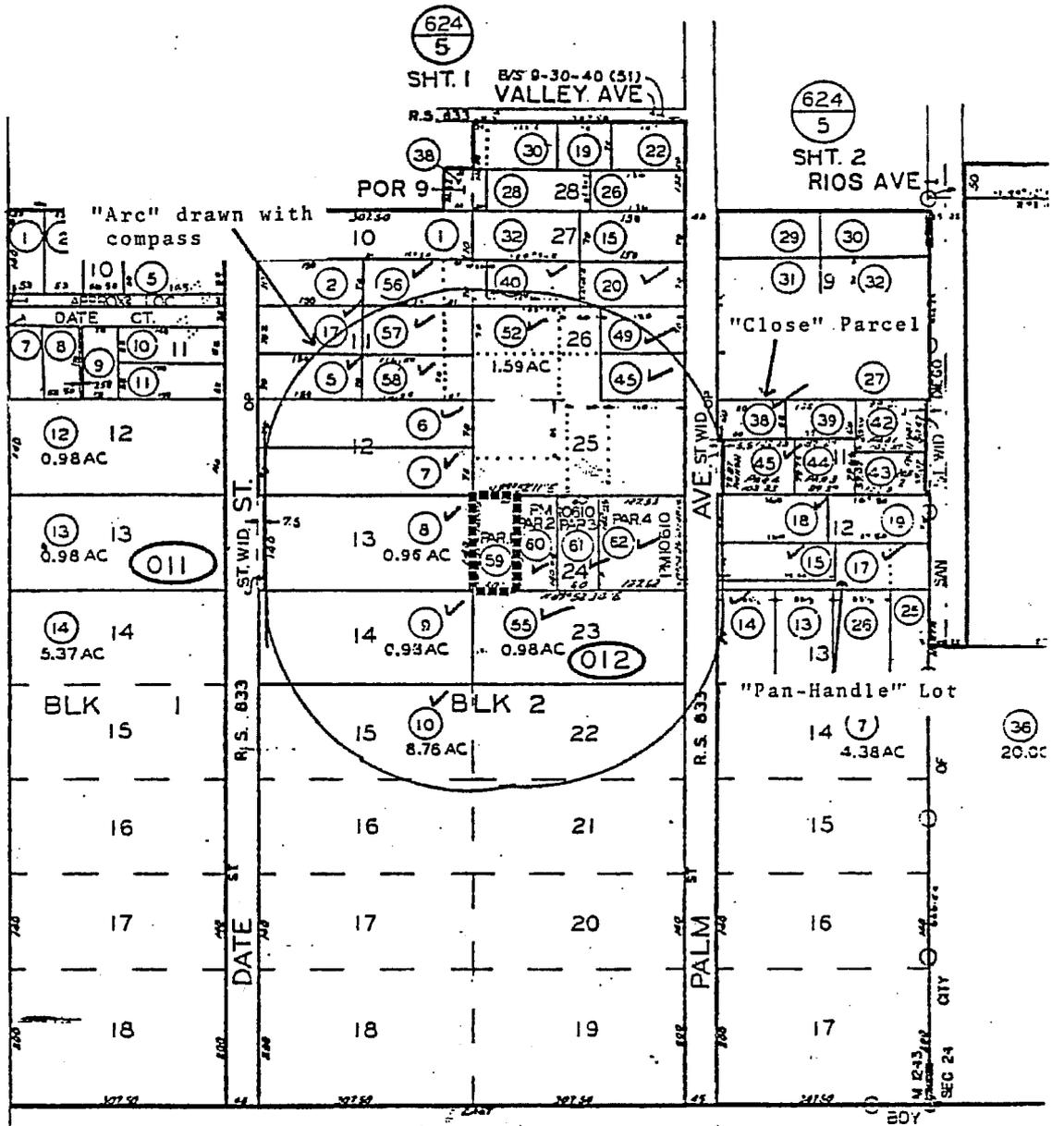
4. PUBLIC NOTICE CERTIFICATE:

- This form (#1 - attached) signed by the applicant or representative certifies that the names and addresses submitted with the public notice package are from the latest San Diego County Tax Assessor's Rolls.

5. TENANT PUBLIC NOTICE CERTIFICATE:

- The form (#2 - attached) signed by the applicant, certifies that any tenants of commercial centers and/or managers of mobile home parks/apartments/condominiums within 500' of the project have been notified of the proposed project.

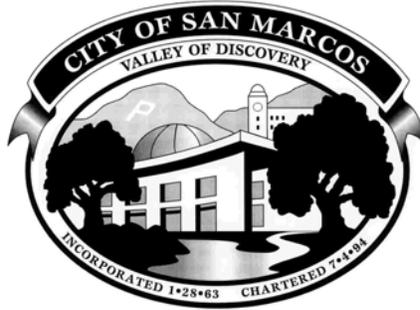
The 500' notification may be required to be expanded at the discretion of the Planning Division Director. Applicant will be invoiced for postage and envelopes. Fees are due prior to approval.



SAMPLE

1 Civic Center Drive
San Marcos, CA 92069-2918

PLANNING DIVISION



Telephone
760.744.1050
FAX: 760-591-4135

PUBLIC NOTICE CERTIFICATION #1

I hereby certify that the names and addresses submitted with the Public Notice package for Case No. _____ are those of the owners of the exterior boundaries of the property described in the application and that the Assessor's Parcel Numbers and ownership information were obtained from the latest adopted San Diego County Tax Roll.

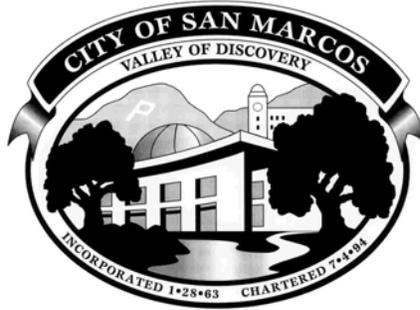
I understand that if it is found that any of this information is incorrect, the public hearing may be declared null and void by the decision making body and the application may have to be refiled and the fee paid again.

(Signature of applicant or applicant's representative
responsible for preparing 500' notice)

(Date)

1 Civic Center Drive
San Marcos, CA 92069-2918

PLANNING DIVISION



Telephone
760.744.1050
FAX: 760-591-4135

PUBLIC NOTICE CERTIFICATION #2

FOR TENANTS OF COMMERCIAL CENTERS AND MANAGERS OF MOBILEHOME PARKS / APARTMENTS / CONDOMINIUMS

By this notice, I hereby certify that I have been informed of the requirement for noticing tenants of the commercial center in which I am located and managers of mobile home parks, apartments and condominiums within 500' of the proposed project and understand that if any of the information below is incorrect, the permit processing and/or the public hearing may be delayed.

I hereby certify that I have informed, in writing, within ten (10) days from the date processing fees are paid, all tenants of the commercial center in which I am locating and manager(s) of mobile home park(s) (rental parks only) and/or apartments and/or condominiums within 500' of the proposed project.

NAME AND LOCATION OF TENANTS WITHIN COMMERCIAL CENTERS (please list tenants) AND/OR NAME AND LOCATION OF MOBILEHOME PARK / APARTMENTS / CONDOMINIUMS

Signature (applicant)

Date

(Note: Please contact the individual tenants of Commercial centers (ONLY IF YOUR LOCATION IS WITHIN AN EXISTING CENTER) and managers of mobilehome parks/apartments/condominiums. Have the manager of mobilehome park/apartment/condominium post a notice of the request in a central location. The notice should contain information as to the nature of the proposed project, location of the proposed project and a contact person. If notification cannot be accomplished, the applicant shall notify the assigned project planner within ten (10) days of the date processing fees are paid.)

**STATEMENT OF JUSTIFICATION
(VARIANCE APPLICATIONS ONLY)**

The Zoning Ordinance requires that all of the findings set forth below must be established before any variance can be granted. Explain below how your case qualifies under each section.

- 1. What are the exceptional conditions applicable to this property or to its intended use that do not apply generally to other property in the same zone in this vicinity?

- 2. The requested variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and zone, and denied to subject property because of the following conditions:

- 3. Granting the requested variance will not be detrimental to the public health, safety or welfare or injurious to property or improvements in the same vicinity and zone for the following reasons:

MATERIALS BOARD REQUIREMENTS

As required by the City of San Marcos Planning Commission, starting on March 3, 1986, all applications for new construction/building expansion shall include a materials board, to be submitted at time of application.

The materials board shall be presentation quality and submitted on a 24"x18" format to illustrate samples (photographs not acceptable) of building materials and colors being proposed. Actual samples are to be no larger than 3" square and 1" thick.

Said material boards shall be keyed to a legend and include the following:

1. Exterior wall treatment (stucco, wood siding, concrete panels, etc.) to be used.
2. Exterior color (paint samples) including trim color.
3. Roof materials (clay tile, architectural composition shingles, simulated wood shingles, etc)
4. Decorative/accent features (tile, brick, wood, garage door panels, etc.)
5. Multiple building treatments within a project shall show building materials and varying color schemes of each building.
6. Glass/window treatment for industrial, commercial and office projects.

TITLE BLOCK

| | | | | | | |
|--------------------------------------|--|---------------------------|-------------------------------------|--------------------|------------------------|----------------|
| SHEET: | | CITY OF SAN MARCOS | | | | |
| Site Development Plan Number: | | | | | | |
| OWNER: | | | PHONE: | | | |
| ADDRESS: | | | | | | |
| <u>ARCHITECT, ENGINEER</u> | | | | | | |
| DESIGNER: | | | PHONE: | | | |
| ADDRESS: | | | LOCATION: | | | |
| TYPE OF DEVELOPMENT: | | | | | | |
| ZONE: | | | ASSESSOR'S PARCEL NUMBER(S): | | | |
| SITE DATA | | | DWELLING UNITS | | OPEN SPACE DATA | |
| AREA (sq. ft) | | COVERAGE % | STUDIO | | COMMON | PRIVATE |
| LOT: | | 100% | 1 BDRM | | | |
| BUILDING: | | | 2 BDRM | | | |
| PARKING: | | | 3 BDRM | | | |
| LOADING: | | | | | | |
| LANDSCAPING: | | | TOTAL UNITS | | | |
| <u>PARKING</u> | | ORD.REG. | DRIVEWAY (SIZE AND SLOPE) | SETBACKS | | |
| GARAGE | | LOADING | ONE WAY | FRONT: | REAR: | |
| COVERED: | | HANDICAP | TWO WAY | LEFT SIDE: | | |
| OPEN: | | TOTAL | SLOPE | RIGHT SIDE: | | |

NOTICE OF PERMIT APPLICATION

REQUEST FOR: _____

CASE NUMBER: _____

APPLICANT: _____

**FOR FURTHER INFORMATION REGARDING THIS
APPLICATION, CALL 744-1050, EXTENSION 3204.**

DATE POSTED _____

Instructions:

- A sign 16 square feet in size having the above information must be posted on the site.
- A photo of the sign must be submitted to the Planning Division after submittal of the application. (The photo can be mailed or e-mailed).
- Please have the sign removed after Planning Commission/City Council action.



STANDARD URBAN STORM WATER MITIGATION PLANS (SUSMP) Checklist for New Development and Significant Redevelopment

INSTRUCTIONS:

To address pollutants that may be generated from new development, the City requires that new development and significant redevelopment priority projects incorporate Permanent Storm Water Best Management Practices (BMPs) into the project design, which are described in the City's Standard Urban Storm Water Mitigation Plan (SUSMP). This checklist should be used to categorize new development and significant redevelopment projects as priority or non-priority, to determine if a project is subject to SUSMP requirements.

Is your project a **significant redevelopment**?

Definition:

Significant redevelopment is defined as the creation or addition of at least 5,000 square feet of impervious surface on an already developed site.

Significant redevelopment includes, but is not limited to: the expansion of a building footprint; addition to or replacement of a structure; structural development including an increase in gross floor area and/or exterior construction remodeling; replacement of an impervious surface that is not part of a routine maintenance activity; and land disturbing activities related with structural or impervious surfaces. Replacement of impervious surfaces includes any activity that is not part of a routine maintenance activity where impervious material(s) are removed, exposing underlying soil during construction.

Note: If the Significant Redevelopment results in an increase of less than fifty percent of the impervious surfaces of a previously existing development, and the existing development was not subject to SUSMP requirements, the numeric sizing criteria discussed in Section F.1.b. (2)(c) applies only to the addition, and not to the entire development.

If your project **IS** considered significant redevelopment, then please skip Section 1 and proceed with Section 2.

If your project **IS NOT** considered significant redevelopment, then please proceed to Section 1.

For office staff use only

CASE #: _____

SECTION 1

NEW DEVELOPMENT

| PRIORITY PROJECT TYPE | YES | NO |
|--|-----|----|
| Is your project a: 1. <u>Home subdivision of 100 units or more.</u> Includes SFD, MFD, Condominium and Apartments | | |
| 2. <u>Residential development of 10 units or more.</u> Includes SFD, MFD, Condominium and Apartments | | |
| 3. <u>Commercial and industrial development greater than 100,000 square feet including parking areas.</u> Any development on private land that is not for heavy industrial or residential uses. Example: Hospitals, Hotels, Recreational Facilities, Shopping Malls, etc. | | |
| 4. <u>Automotive repair shop.</u> SIC codes 5013, 5014, 5541, 7532-7534, and 7536-7539 | | |
| 5. <u>A New Restaurant where the land area of development is 5,000 square feet or more including parking areas.</u> SIC code 5812 | | |
| 6. <u>Hillside development</u> (1) greater than 5,000 square feet of impervious surface area and (2) development will grade on any natural slope that is 25% or greater | | |
| 7. <u>Environmentally Sensitive Area (ESA).</u> Impervious surface of 2,500 square feet or more located within, "directly adjacent" ² to (within 200 feet), or "discharging directly to" ³ receiving water within the ESA ¹ | | |
| 8. <u>Parking lot.</u> Area of 5,000 square feet or more, or with 15 or more parking spaces, and potentially exposed to urban runoff | | |
| 9. <u>Streets, roads, highways, and freeways.</u> Project would create a new paved surface that is 5,000 square feet or greater. | | |

1 Environmentally Sensitive Areas 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 Resources Control Board (Water Quality Control Plan for the San Diego Basin (1994) and amendments); water bodies designated with the RARE beneficial use by the State Water Resources Control Board (Water Quality Control Plan for the San Diego Basin (1994) and amendments); areas designated as preserves or their equivalent under the Multi Species Conservation Program within the Cities and Count of San Diego; and any other equivalent environmentally sensitive areas which have been identified by the Copermitttees.

2 "Directly adjacent" means situated within 200 feet of the environmentally sensitive area.

3 "Discharging directly to" means outflow from a drainage conveyance system that is composed entirely of flows from the subject development or redevelopment site, and not commingled with flow from adjacent lands.

If you answered **YES** to **ANY** of the questions above you are a **PRIORITY** project and SUSMP requirements **DO** apply. The Water Quality Technical Report must be submitted at time of application (2 copies).

If you answered **NO** to **ALL** of the questions above, then you are a **NON-PRIORITY** project and SUSMP requirements **DO NOT** apply.

 Applicant's Signature

 Date

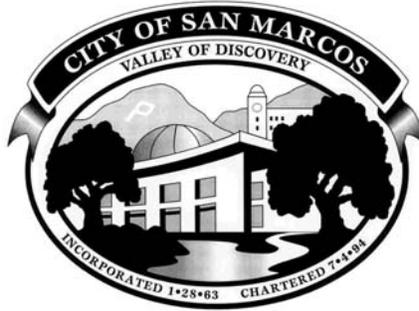
SECTION 2

| SIGNIFICANT REDEVELOPMENT: | YES | NO |
|--|-----|----|
| 1. Is the project an addition to an existing priority project type? (Priority projects are defined in Section 1) | | |
| <p>If you answered YES, please proceed to question 2.</p> <p>If you answered NO, then you ARE NOT a significant redevelopment and you ARE NOT subject to SUSMP requirements. Please check the not significant redevelopment box below.</p> | | |
| 2. Is the project one of the following: | | |
| a. Trenching and resurfacing associated with utility work? | | |
| b. Resurfacing and reconfiguring surface parking lots? | | |
| c. New sidewalk construction, pedestrian ramps, or bike land on public and/or private existing roads? | | |
| d. Replacement of damaged pavement? | | |
| <p>If you answered NO to ALL of the questions, then proceed to Question 3.</p> <p>If you answered YES to ONE OR MORE of the questions then you ARE NOT a significant redevelopment and you ARE NOT subject to SUSMP requirements. Please check the not significant box below.</p> | | |
| 3. Will the development create or add at least 5,000 square feet of impervious surfaces on an existing development? | | |
| <p>If you answered YES, you ARE a significant redevelopment, and you ARE subject to SUSMP requirements. Please check the significant redevelopment box below.</p> <p>If you answered NO, you ARE NOT a significant redevelopment, and you ARE NOT subject to SUSMP requirements. Please check the not significant redevelopment box below.</p> | | |
| <p><input type="checkbox"/> SIGNIFICANT REDEVELOPMENT AND SUSMP REQUIREMENTS APPLY. A WATER QUALITY TECHNICAL REPORT MUST BE SUBMITTED AT TIME OF APPLICATION (2 copies).</p> <p><input type="checkbox"/> NOT SIGNIFICANT REDEVELOPMENT AND SUSMP REQUIREMENTS DO NOT APPLY</p> | | |

Applicant's Signature

Date

1 Civic Center Drive
San Marcos, CA 92069-2918
PLANNING DIVISION

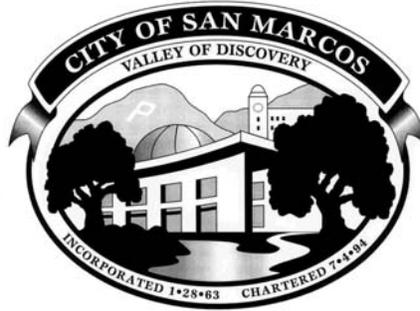


Telephone
760.744.1050
FAX: 760.591.4135

Site Plan. *The site plan shall indicate:*

1. All exterior site boundaries, correctly scaled and dimensioned.
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.
3. Location of off-street parking and loading facilities, and their dimensions.
4. Location and dimensions of all driveways, access roads, and curb cuts, indicating the type of construction material.
5. Location and dimensions of present and proposed street and highway dedications required to handle the traffic generated by the proposed uses.
6. Location of walls, fences and hedges, and the indication of their height and type of construction materials.
7. Location of refuse collection/enclosures and an indication of the height and type of construction materials.
8. Location and type of significant vegetation and indicate whether they will remain or be removed.
9. Locations and calculations of areas proposed to satisfy landscaping requirements, and landscaping required for parking areas.
10. Location and dimensions of easements.
11. Location of nearest buildings adjacent to the project site.
12. Location and dimensions of significant waterways, flood plains and/or other topographical features.
13. Depiction of existing site contours and all proposed grading. For housing developments, plotting and plan types, exterior treatments (elevations) and color schemes.
14. Depiction of existing and proposed drainage facilities.
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.

1 Civic Center Drive
San Marcos, CA 92069-2918
PLANNING DIVISION



Telephone
760.744.1050
FAX: 760.591.4135

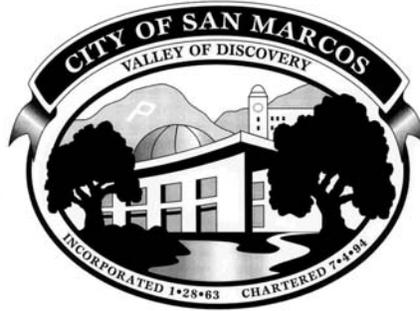
Lighting Plan:

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. The plan shall also include lighting type (low pressure sodium, high pressure sodium, metal halide, etc.).

Conceptual Landscape and Irrigation Plans (showing landscaping, paving and other hardscape and irrigation). *Such plans shall clearly indicate:*

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.
2. Approximate location of all irrigation lines and heads.
3. Trails, walks, fences, walls (freestanding and retaining walls shall be differentiated).
4. Parkway planting and irrigation, including street trees.
5. Areas paved for parking or driving, differentiated from areas intended for landscape planting or hardscape.
6. Calculation of site area devoted to landscaping and percentage of parking lot area devoted to landscaping.
7. A scale of no less than 1" = 100' shall be used for all conceptual landscape and irrigation plans.

1 Civic Center Drive
San Marcos, CA 92069-2918
PLANNING DIVISION



Telephone
760.744.1050
FAX: 760.591.4135

Elevations. Elevation plans are not 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. Elevations shall indicate:

1. Building materials and colors; (samples of building materials and colors should also be submitted; i.e., color chips, roof material, glass, sample, etc.).
2. The height of buildings and structures and all applicable dimensions, from the lower of existing exterior grade or proposed finished exterior grade.
3. Any exterior mechanical equipment along with any proposed screening of such.
4. Roof treatment.
5. Window and door treatment.
6. Notes or details sufficient to define all design features, and sizes.
7. For housing developments, shadows to indicate horizontal depths, done in a technique that does not obscure elevation features in shadowed areas.

Floor Plans

For each floor, indicating room type and interior configuration, accurately scaled and dimensioned.

Architectural and Engineering Data

Such other architectural and engineering data as may be required to permit necessary findings that the provisions of this code are being complied with.

Vicinity Map showing location of subject property on site plan.

Proposed Attachment or Addition to Existing Building

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.