

**LAND USE REVIEW APPLICATION FORM
INSTRUCTIONS TO APPLICANTS**

In order to streamline the application process and reduce duplication in filling out application forms, the City has adopted a comprehensive application form to handle multiple application submittals. The following instructions should assist you in preparing the application form for submittal to the City:

- ✓ **Applications applied for:** Check the appropriate boxes for the various application types for which you are applying. Check with counter staff to determine required application types needed to process your specific project.
- ✓ **Assessor Parcel No(s):** Include all assessor parcel numbers included within the project boundary. The counter staff can assist you in determining the appropriate assessor parcel number(s).
- ✓ **Project Name:** Fill in the box with the name of the project, such as “Red Oak Homes” or “Benson Commercial.” If no name is proposed, write the last name of the owner or applicant plus a brief description such as “Jones Condo Conversion” or “Smith Residential Subdivision.”
- ✓ **Brief Description of Project:** Write down a brief description of the project. Be specific but do not include square footage or architectural details. For example: a neighborhood commercial center with two restaurants; single family detached residential project; or an industrial/office complex with three industrial/office buildings.
- ✓ **Owner’s Name, Address, Phone Number, Email address and Signature:** To be filled in and signed by the owner for all applications. Use the owner’s name as it appears on the title report.
- ✓ **Applicant’s Name, Address, Phone Number, Email address and Signature:** To be filled in and signed by the applicant. If owner and applicant are the same you may write same on the space for the name. All correspondence and contact regarding the application will be directed to the applicant.
- ✓ **Brief Legal Description:** Provide a brief legal description of the property such as “Lot 6 of Map No. 8828 Carlsbad Tract 88-3” or “Portion of Lot I of Rancho Agua Hedionda map 1717.” Do not provide bearings and distances. A full legal description will be contained within the title report submitted with the application.
- ✓ **Location of Project:** Fill in the blanks with the street address (if appropriate), direction and street names. For projects located in undeveloped areas not adjacent to streets, use the nearest street from which the project will take access.
- ✓ **Consent to Allow Entrance onto the Property:** Signature granting members of City staff, Planning Commissioners, or City Council members’ permission to inspect and enter the property.
- ✓ **Notice of Restriction:** Property owner acknowledges and consents to a Notice of Restriction if conditioned for the applicant. Notices of Restriction run with the land and bind any successors in interest.

Application Requirements: Attached with the application form are the various submittal requirements for each application type listed on the face of the application. Follow any instructions contained within the submittal requirements and submit the information and materials required for each of the applications for which you are applying.

If you have any questions regarding application submittal requirements (i.e., clarification regarding a specific requirement or whether all requirements are necessary for your particular application) please call (760) 602-4610.

IMPORTANT: Check all submittals to be sure all the required information and materials have been submitted with your application. Incomplete submittals will not be processed or scheduled for review by staff, the Commission or Council. You will be notified in writing within 30 days of submittal whether or not your application is complete.

A proposed project requiring multiple applications must be submitted prior to 3:30 p.m. A proposed project requiring only one application must be submitted prior to 4:00 p.m.

Applicant Disclosure – Form P-1(A): All applications require submittal of an applicant disclosure form. Follow the instructions provided on the form and the attached information sheet.

Project Description/Location – Form P-1(B)

Hazardous Waste Statement – Form P-1(C)

Environmental Impact Assessment – Form P-1(D): All applications for development require submittal of an Environmental Impact Assessment Form. Larger projects or projects in environmentally sensitive areas may require more detailed Environmental Impact Reports. Follow the instruction provided with the application form.

Time Limits on Discretionary Permits – Form P-1(E)

Circulation Impact Analysis: All applications which propose an increase in the traffic generation rate of 500 vehicles or more, over existing traffic generation for the site, must submit a Circulation Impact Analysis. This analysis will be used to determine compliance of your project with Growth Management Facility Standards. The analysis is not to be considered in lieu of project related traffic studies which may be required by staff to analyze specific project related on and off site traffic issues.

Fire Department/Water District Consultation: Prior to submittal of an application for development in the City, you are encouraged to consult with the Fire Department and the appropriate water district in order to design your project in compliance with their requirements. Failure to consult with either agency could result in unnecessary delays, redesign or project denial. The purpose of the notice is to get projects to “design in” water and fire requirements in advance.

Digital Submittals: Applicants shall submit digital files with the application at initial submittal and at approval of tentative tract map, in accordance with Engineering Standards.

SCREENING OF EQUIPMENT

Exterior components of plumbing, processing, heating, cooling, and ventilation systems (including but not limited to piping, tanks, stacks, collectors, heating, cooling, and ventilating equipment fans, blowers, ductwork, vents, louver, meters, compressors, motors, incinerators, ovens, etc...) shall not be directly visible from a height of five feet from the closest building wall on any lot. Scaled elevations of all such equipment, as well as screening materials, are required on all site plans. See example below.

EXAMPLE OF SCREENING MATERIAL DISPLAY

