



# DEVELOPMENT PERMITS P-2

Development Services

Planning Division  
1635 Faraday Avenue  
(760) 602-4610  
www.carlsbadca.gov

- **Major Coastal Development Permits** (including Amendments and Extensions, but excluding Minor CDPs and Single-Family Residences)
- **Conditional Use Permits** (including Minor, Amendments and Extensions)
- **Planned Development Permits** (Residential and Non-Residential; including Minor, Amendments and Extensions)
- **Planning Commission Determinations**
- **Precise Development Plans**
- **South Carlsbad Coastal Review Area and Village Review Area Permits** (Major, Minor and Amendments) (A Coastal Development Permit Supplemental Application may also be needed)
- **Site Development Plans** (including Minor, Amendments and Extensions)
- **Special Use Permits** (including Amendments, Extensions and Floodplain SUPs)
- **Structure Relocation Permits**
- **Tentative Parcel Maps** (including Revisions and Extensions)
- **Tentative Tract Maps** (including Revisions and Extensions)

**NOTE: A proposed project requiring application submittal must be submitted by appointment\*. Please contact the appointment specialist at (760) 602-2723 to schedule an appointment.**

**\*SAME DAY APPOINTMENTS ARE NOT AVAILABLE**

All joint application exhibits, i.e. Tentative Map and Planned Development Permit site plan, should be prepared at the same scale. (Use a scale no smaller than 1" = 40'.)

The following materials shall be submitted for each application or for combined applications on a single project.

**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.**

**I. REQUIRED PLANS (All required plans shall be collated into complete sets, stapled together, then folded to 9" x 12" with lower right hand corner of plan visible.)**

**A. SITE PLAN**

Required copies on 24" x 36" sheet(s):

- Minor permits: Five (5) copies
- Major permits: Seven (7) copies

Ten (10) copies of the site plan shall be submitted by the applicant upon request of the project planner when the project is scheduled for review by the Planning Commission or City Council.

Each site plan shall contain the following information:

**1. GENERAL INFORMATION**

- a. Name and address of owner whose property is proposed to be developed and the name, address, and phone number of the developer.
- b. Name, address, and phone number of registered civil engineer, licensed surveyor, landscape architect or land planner who prepared the maps/plans.
- c. North arrow and scale.
- d. Vicinity map showing major cross streets.

- e. Date of preparation/revisions.
- f. Project Name and application types submitted.
- g. Tentative Map number in upper right-hand corner (City to provide number at time of application).
- h. All facilities labeled as "existing" or "proposed."
- i. A summary table of the following:
  - (1) Street address, assessor's parcel number, and legal description.
  - (2) Site acreage.
  - (3) Existing Land Use Designation and Zoning.
  - (4) Existing and Proposed land use.
  - (5) Classification of lots as to intended residential, commercial, industrial or other uses.
  - (6) Number of units to be constructed when a condominium or community apartment project is involved.
  - (7) Total number of lots proposed.
  - (8) Proposed density in dwelling units per net acre.
  - (9) Total building coverage.
  - (10) Building square footage.
  - (11) Percent of site to be landscaped.
  - (12) Number of parking spaces required/provided.
  - (13) Square Footage of required employee eating areas. Square footage provided (interior and exterior eating area, if applicable).
  - (14) Square Footage of open or recreational space (if applicable), for each unit and total common open space for the project.
  - (15) Area of the site which is undevelopable per Zoning Ordinance Section 21.53.230 (include the acreage in each category). If not applicable, state on the plans.
  - (16) Cubic footage of storage space (if applicable). Show location.
  - (17) Average Daily Traffic generated by the project, broken down by separate uses.
  - (18) Name of sewer, water and school district providing service to the project.
  - (19) Proposed water demands (GPM or GPD) and sewer generation (EDU) resulting from project.
  - (20) Proposed drainage discharge (CFS) and master drainage basin.
  - (21) Climate Action Plan (CAP) Compliance (results from Section II.D below)
    - a. Consistent with existing General Plan Land Use and Zoning - yes/no
      - i. GHG Study required? - yes/no
    - b. Energy Efficiency requirement - yes/no
    - c. Photovoltaic requirement - yes/no
      - i. \_\_\_\_\_ KW-dc roof mounted
      - ii. \_\_\_\_\_ KW-dc ground mounted
      - iii. \_\_\_\_\_ KW-dc total project
    - d. Electric Vehicle Charging requirement yes/no
      - i. \_\_\_\_\_ # EV Chargers
      - ii. \_\_\_\_\_ # EV Ready
      - iii. \_\_\_\_\_ # EV Capable
    - e. Hot Water Heating requirement yes/no
    - f. Traffic Demand Management Required yes/no

## 2. SITE INFORMATION

### a. GENERAL

- (1) Approximate location of existing and proposed buildings, walls, fences, and permanent structures onsite and within 100 feet of site.
- (2) Location of all major vegetation, showing size and type, both within the project and offsite for a distance of 100 feet. Existing onsite and street trees; those to be removed and those to be saved. Proposed removal of street trees will require approval per CMC Section 11.12.090 before project can be deemed complete.

- (3) Location of railroads.
- (4) Legal description of the exterior boundaries of the subdivision (approximate bearings, distances and curve data).
- (5) Lot lines and approximate dimensions and number of each lot.
- (6) Lot area for each proposed lot.
- (7) Setback dimensions for the required front, rear and side yard setbacks for all structures.
- (8) Distance between buildings and/or structures.
- (9) Indicate top and bottom elevations for all fences, walls, and retaining walls. Show these elevations at each end of the wall and in the middle. Also show the worst condition elevation.
- (10) Indicate on site plan improvements and amenities for any required interior and/or exterior employee eating areas, i.e. benches, tables, trash cans, etc.
- (11) Show site details (specific recreation facilities) for all recreation lots or areas (when applicable).
- (12) Location and dimensions of all accessways and pathways as required for compliance with Title 24 – State Accessibility Requirements.
- (13) Indicate location and layout of Photovoltaic (PV) systems as required per Ordinance No. CS-347. Show locations for roof mounted and ground mounted systems and include power (KWdc) of each separate PV system. Total KWdc of all individual systems shall match total on project summary table.
- (14) Indicate location and layout of Electric Vehicle parking spaces/charging stations. Callout EV Charging Stations, EV Ready, EV Capable as required per CMC Title 18.21.120-150.
- (15) Indicate method (PV-heat pump, solar) that satisfies hot water heating requirements per Ordinance No. CS-347.

**b. GRADING AND DRAINAGE**

- (1) Limits of grading including limits of remedial grading, if required.
- (2) Approximate contours at 1' intervals for slopes less than 5%; 2' intervals for slopes between 5% and 10%; and 5' intervals for slopes over 10% (both existing and proposed). Existing and proposed topographic contours within a 100-foot perimeter of the boundaries of the site. Extend contours sufficiently out from the site to adequately show the adjacent floodplain (if applicable).
- (3) Earthwork volumes: cut, fill, remedial, import and export.
- (4) Spot elevations at the corners of each pad.
- (5) Method of draining each lot. Include a typical cross section taken parallel to the frontage for lots with less than standard frontage.
- (6) Location, width and/or size of all watercourses and drainage facilities within and adjacent to the proposed project site; show location and approximate size of any proposed detention/retention basins.
- (7) Clearly show and label the 100 year flood line for the before and after conditions for any project which is within or adjacent to a FEMA flood plain.
- (8) Show all Best Management Practices (BMPs) to be used to reduce storm water discharge during the "use" or existing development phase.
- (9) Indicate proposed elevation in relation to sea level of the lowest floor (including basement) of all structures. [For Floodplain Special Use Permit (SUP)].
- (10) In FEMA Zone AO or VO show elevation of highest adjacent grade and proposed elevation of lowest floor of all structures. [For Floodplain Special Use Permit (SUP)].
- (11) Show proposed elevation in relation to mean sea level to which any structure will be floodproofed. [For Floodplain Special Use Permit (SUP)].

**c. STREETS AND UTILITIES**

- (1) The location, width and proposed name of all streets within and adjacent to the proposed project. Show street grades and centerline radii. Provide separate

profile for all streets with grades in excess of 7%. Streets should be in conformance with City Standards and Land Development Engineering Policies.

- (2) Name, location and width of existing adjacent streets and alleys. Include medians and adjacent driveway locations.
- (3) Typical street cross sections for all streets within and adjacent to the project.
- (4) Width, location and use of all existing and/or proposed public or private easements.
- (5) Public and private streets and utilities clearly identified.
- (6) Show distance between all intersections and driveways.
- (7) Clearly show parking stall and aisle dimensions and truck turning radii for all parking areas.
- (8) Show access points to adjacent undeveloped lands.
- (9) Show all existing and proposed street lights and utilities (sewer, water, major gas and fuel lines, major electric and telephone facilities) within and adjacent to the project.
- (10) Show all existing and proposed fire hydrants associated with the project, and all existing, off-site fire hydrants within 300 feet of the project boundary. Fire hydrants on commercial, industrial and multi-family residential sites should be installed at 300 foot intervals. Fire hydrants serving single-family residential projects should be installed at no more than 500-foot intervals. When possible, fire hydrants should be installed at street intersections on developed side of street if single loaded. Avoid cul-de-sac installations. For installation requirements on public roadways, contact the Carlsbad Fire Department at (760) 602-4666.
- (11) Proposed improvements for public and private streets, driveways, and parking areas.

**d. WATER FACILITIES**

- (1) Show average and peak potable water demand in gallons per minute (gpm).
- (2) Provide fire flow demand in gallons per minute (gpm); calculate using table attached to Land Use Review Application.
- (3) Provide a map or diagram showing existing and proposed on-site and off-site water pipelines, services, pressure reducing stations, fire hydrants, reservoirs and pumping stations. (These facilities must be shown within the public right-of-way or within easements to be granted to the District or the City.)
- (4) Show a looped potable water distribution pipeline (when more than 19 residences are proposed).
- (5) Show a public fire flow system (constructed as a looped pipeline system for all industrial or commercial development).
- (6) Show a private fire sprinkler system, if required or proposed; state on exhibit.
- (7) Provide a water phasing plan, if proposed.

**NOTE:** San Diego County Water Authority capacity charge will be collected at issuance of application for any meter installation.

**e. RECYCLED WATER FACILITIES**

- (1) Colored recycled water use area map (all areas proposed to be irrigated with recycled water must be clearly indicated on the map in color).
- (2) Peak irrigation or industrial water demand in gallons per minute (gpm).
- (3) Existing and proposed recycled water pipelines, services, pressure reducing stations, booster pump stations, reservoirs and pumping stations. (These facilities must be shown within the public right-of-way or within easements to be granted to the District or the City.)

**f. SEWER FACILITIES**

- (1) Average sewer generation in million gallons per day (mgd).
- (2) Existing and proposed sewer pipelines, laterals, and sewage lift stations. These facilities must be shown within the public right-of-way or within easements to be

- granted to the District or the City.  
 (3) Indicate sewer facility phasing, if proposed.

**NOTE:** No sewer lift stations or sewer siphons may be proposed unless otherwise agreed to in writing by the appropriate District Engineer.

## **B. CONCEPTUAL LANDSCAPE PLAN**

Required copies on 24" x 36" sheet(s):

- Minor permits: Four (4) copies  
Major permits: Seven (7) copies

Ten (10) copies of the site plan shall be submitted by the applicant upon request of the project planner when the project is scheduled for review by the Planning Commission or City Council.

The conceptual landscape plan shall be prepared in accordance with the General Requirements listed in Section 3 of the City of Carlsbad Landscape Manual (February 2016) and shall include the following:

### **1. SUBMITTAL REQUIREMENTS**

- a. Conceptual Landscape Plan
- b. Conceptual Water Conservation Plan
- c. Conceptual Fire Protection Plan (if applicable).
- d. Conceptual Landscape Maintenance Responsibility Exhibit (private or common).

## **C. BUILDING ELEVATIONS AND FLOOR PLANS**

Required copies on 24" x 36" sheet(s):

- Minor permits: Four (4) copies  
Major permits: Seven (7) copies

Ten (10) copies of the site plan shall be submitted by the applicant upon request of the project planner when the project is scheduled for review by the Planning Commission or City Council.

Each building elevation and floor plan shall include the following information:

### **1. GENERAL INFORMATION**

- a. Floor plans with square footage included.
- b. All elevations of existing and proposed buildings, including signs and exterior lights.
- c. Location and size of required storage areas.
- d. Include a scale on all floor plans and building elevations.
- e. Indicate the height on all building elevations.
- f. Indicate on all building elevations, compliance with Carlsbad Building Height definition (Zoning Ordinance Section 21.04.065).
- g. Indicate ceiling height or the height of the underside of the roof in any building areas intended for storage uses.
- h. Indicate the California Building Code occupancy classifications of all building areas.
- i. Indicate type of construction per California Building Code.
- j. Disclose any building uses that will result in the presence of Acutely Hazardous Materials, Compressed Flammable Gases in excess of 1,500 pounds, Flammable Liquids in excess of 10,000 gallons, Hazardous Materials in excess of 500 pounds or 55 gallons, or compressed gas in excess of 200 cubic feet.
- k. Provide documentation demonstrating compliance with City Council Policy 44 – Neighborhood Architectural Design Guidelines (if applicable).
- l. **ROOF PLAN:** One (1) copy (plan view). Show roof design to include ridges, hips, slope direction, etc. Show location of roof appurtenances, mechanical equipment and screening. Show all roof top equipment, appurtenances, stairways or other access provisions, including those required by the applicable building, plumbing, electrical and mechanical codes. All roof mounted equipment shall be installed in accordance with Building Department Policy 80-6.

**D. CONSTRAINTS MAP** – One (1) 24" x 36" sheet **folded** to 9" x 12" shall include the following information: **(NOTE: This information is not required for previously graded sites and the conversion of existing structures.)** If the constraint does not apply to the property, list it on the map as not applicable. Constraints map should be the same scale as other exhibits, i.e. Site Plan, etc.

**1. GENERAL INFORMATION**

- a. Major ridge lines.
- b. Riparian or woodlands.
- c. Intermittent drainage course.
- d. 25 - 40% slopes.
- e. Greater than 40% slopes.
- f. Major rock outcroppings.
- g. Easements.
- h. Floodways.
- i. Archaeological sites. (Do not identify location. List in map legend if present.)
- j. Special Planning Areas - Type of special planning area.
- k. Biological Habitats. Indicate the location of all vegetation communities existing on the project site. (Use Modified Holland System as described in the Multiple Habitat Conservation Plan.)
- l. Beaches.
- m. Permanent bodies of water.
- n. Wetlands.
- o. Land subject to major power transmission easements.
- p. Railroad track beds.

**E. COLORED SITE PLAN AND ELEVATION PLAN** – Not required with first submittal. It is the Applicant's responsibility to bring one (1) copy of a colored site plan and one (1) set of colored elevations to the Planning Division **by 12:00 noon, eight (8) days prior to the Planning Commission meeting. Do not mount exhibits.** For residential projects of 2 or more homes a typical street scene of the elevations shall be provided. The corresponding rear elevations for the homes shown for the typical street scene shall also be provided.

**II. REQUIRED DOCUMENTS AND SUBMITTAL ITEMS**

- A. Completed Land Use Review Application Form.
- B. Coastal Development Permit Supplemental Application (if applicable).
- C. Environmental Impact Assessment Form (Fee not required with initial submittal. Fee to be determined after review of project and environmental impact assessment form.) Required for tentative parcel maps only where a significant grading is proposed. Check with Planning staff to determine if required for your application.
- D. Climate Action Plan (CAP) Checklist – See form P-30 – Complete form to demonstrate project compliance with the CAP. Applicable measures identified in checklist must be incorporated into project design features (see Section I.A.2.a, Site Information, General site design requirements above). Data in checklist must be incorporated into the Summary Table (see section I.A.1.i above).
  - 1. If project meets employee ADT thresholds per checklist, include 2 (two) copies of a Transportation Demand Management (TDM) Plan with submittal. Refer to <http://carlsbadca.gov/services/building/t dm.asp> for information, guidelines and templates on TDM.
  - 2. If project triggers requirements per checklist, include 2 (two) copies of a project-specific Greenhouse Gas (GHG) Analysis that includes mitigation measures to address project impacts. See form P-31 for guidance.
- E. Disclosure Statement (Not required for tentative parcel maps.).
- F. Two (2) copies of the Preliminary Title Report (current within the last six (6) months).
  - 1. If the owner noted on the Preliminary Title Report does not match the person signing the P-1 as owner, please provide paperwork documenting the person signing is authorized to sign as an owner.
  - 2. Standard LLC authorized signatory sheets from LLC formation papers, the Secretary of State's Statement of Information must provide an agent of service with title of "manager," or

designation of the signer as trustee if the ownership is a trust will be required. Appropriate documentation of authorization to sign as owner may be required for other ownership entities.

- G. Proof of availability of sewer if located in the Leucadia Waste Water District or the Vallecitos Water District.
- H. Statement of agreement to waive tentative parcel map time limits. Required only when project (tentative parcel map) requires concurrent processing of planning application or environmental review.
- I. All projects must evaluate their potential impacts on the regional transportation system, including the costs of mitigating the associated impacts, as required by the SANDAG Congestion Management Program (CMP).

For projects with an average daily traffic (ADT) generation rate greater than 500 vehicles per day or 200 or more peak-hour vehicle trips.

Submit three (3) copies of a Circulation Impact Analysis for the project. The analysis must be prepared by a Registered Traffic Engineer or Registered Civil Engineer. The analysis must show project impacts to all intersections and road segments identified as impacted within the included Local Facilities Management Plan or as otherwise determined in discussions with staff. The following minimum information should be included with the study:

1. 8½" x 11" or 8½" x 14" plats showing zone impacted roads, background and project AM and PM peak hour impacts and traffic distribution.
2. Project traffic generation rates and traffic assignment.
3. Necessary calculations and/or analysis to determine intersection and road segment levels of service.
4. Any proposed mitigation requirements to maintain the Growth Management public facility performance standards.
5. On Collector streets and above, an analysis of the need for a traffic signal will be required.

"Large" projects: Any project which, upon its completion will be expected to generate either an equivalent of 2,400 or more average daily vehicle trips or 200 or more peak-hour vehicle trips, including large projects that may have already been reviewed under CEQA but require additional local discretionary actions, is defined as a "large project" under the SANDAG Congestion Management Program (CMP) and will be subject to enhanced CEQA review as specified in the CMP.

Depending upon the complexity of the project, the City of Carlsbad reserves the right to require a traffic study on any project.

- J. Two copies of preliminary soils/geologic report for all projects with cut or fill depths exceeding 5 feet.
- K. For all condominium conversions, a signed statement by the owner stating Section 66427.1 of the State Map Act will be complied with.
- L. For all condominium conversions, a letter from San Diego Gas and Electric stating that plans to convert the gas and electric system to separate systems have been submitted and are acceptable.
- M. For all condominium conversions, one (1) copy of a compliance inspection performed by the Building Department. (Separate fee required.)
- N. For projects larger than 1-acre, a Preliminary Hydrology Study including map and calculations to demonstrate capacity/sizing of proposed and existing storm drain infrastructure. Show before and after discharges to each included drainage basin. Depending upon the complexity of the project, a Preliminary Hydrology Study may be required on any project.
- O. Two copies of a completed and signed "[Storm Water Standards Questionnaire](#)" (form E-34). This form can be found on the city's website: (Distribute copy to Land Development Engineering).
- P. If, when completing the Storm Water Standards Questionnaire, the project is subject to "**Standard Project**," requirements, submit a completed and signed "[Standard Project Requirement Checklist](#)" (form E-36) in accordance with the City BMP Design Manual per the City of Carlsbad Engineering Standards, latest version.

- Q. If, when completing the Storm Water Standards Questionnaire, the project is defined as a **"Priority Development Project,"** submit a preliminary Storm Water Quality Management Plan (SWQMP) prepared in accordance with the City BMP Design Manual per the City of Carlsbad Engineering Standards, latest version. Refer to the city's [SWQMP template](#) (form E-35).
- R. Completed "Project Description/Explanation" sheet.
- S. Signed "Notice of Time Limits on Discretionary Applications."
- T. Noise study consistent with City of Carlsbad Noise Guidelines Manual.
- U. Biological resource, cultural resource, and/or other environmental studies that are necessary to make an environmental determination (i.e. EIR, Negative Declaration or Exemption) and to determine compliance with the HMP.
- V. Signed "Hazardous Waste and Substance Statement" form.
- W. Provide color board(s) (no larger than 9" x 12"), showing building materials and color samples of glass, reveals, aggregate, wood, etc.
- X. Photographs of the property from the north, south, east and west.
- Y. Fees: See Fee Schedule for amount.
- Z. [Development Project Public Involvement Package \(Form P-21\)](#).

### **III. SPECIFIC PROJECT REQUIREMENTS**

#### A. **For Density Bonus Projects:**

1. A letter signed by the present owner stating what specific incentives are being requested from the City. For any development standards modification or other additional incentive requested, the applicant shall submit a project pro-forma to demonstrate that the standards modification or other requested incentive is necessary to make the project economically feasible.
2. A detailed vicinity map showing the project location and such details as the location of the nearest commercial retail, transit stop, potential employment locations, park or recreation facilities or other social or community service facilities.
3. For condominium conversion requests, a report documenting the following information for each unit proposed to be converted: the monthly income of tenants of each unit throughout the prior year, the monthly rent for each unit throughout the prior year and vacancy information for each unit throughout the prior year.
4. Identify the number and location of lower income dwelling units.

#### B. **For Senior Citizen Housing Projects:**

1. A letter signed by the present owner stating what specific incentives are being requested from the City. For any development standards modification or other additional incentive requested, the applicant shall submit a project pro-forma to demonstrate that the standards modification or other requested incentive is necessary to make the project economically feasible.
2. A detailed vicinity map showing the project location and such details as the nearest market, transit stop, park or recreation area, medical facilities or other related uses or services likely to be patronized by senior citizens.
3. Five (5) copies of floor plans for each different type of unit indicating a typically furnished apartment, with dimensions of doorways, hallways, closets and cabinets.
4. Five (5) copies of floor plans showing any common areas and accommodations.
5. Identify the number and location of lower income inclusionary dwelling units.
6. A plan for monitoring age restrictions for all units and income restrictions for designated inclusionary units.

#### C. **In-fill Residential Projects:**

Residential Projects with two or more dwelling units that: (1) are bordered on a minimum of two sides (property lines) by existing single family residential development and (2) require a discretionary permit (excluding a Minor Coastal Development Permit, Coastal Development Permit for a single family residence and/or second dwelling unit, or a permit for a condominium conversion) shall be required to:

1. Post project notices on the project site pursuant to Planning Division Administrative Policy No.



37. This requirement is not applicable to residential development applications that are already subject to the City's Early Public Notice requirements (see Application Form P-21).
2. Submit project photo-simulation exhibits to the Planning Division upon determination that the project application is complete. The photo simulation exhibits should be scaled representations of the project, as viewed from adjacent streets and adjacent developed single-family residential properties.

**D. Wireless Communication Facilities:**

Wireless Communication Facilities (WCF) are allowed in all zones (excluding the L-C zone) with the approval of a conditional use permit (CUP) or minor conditional use permit (MCUP). See the applicable Zone and Zoning Ordinance Section 21.42.140B.165 for details.

All proposed WCFs shall follow the City's guidelines (see City Council Policy No. 64, Wireless Communication Facilities) in the design of CUPs and MCUPs for new wireless facilities as well as extensions and amendments to CUPs and MCUPs for existing installations. This policy applies to all commercial providers of wireless communication services. It does not apply to amateur (HAM) radio antennas and dish and other antennas installed on a residence for an individual's private use.

1. Submittals for new and amended WCFs shall follow the application requirements outlined elsewhere in this handout plus the specific WCF submittal provisions of City Council Policy 64, including the Application and Review Guidelines as more fully explained as follows:
- a. **Additional Required Plan Components** – In addition to, and contained within, the applicable components in the Required Plans in Part I above, the applicant must provide the following:
- i. Cover sheet with a detailed project description that specifies the proposed installation and/or modifications.
  - ii. Site survey prepared, wet stamped and signed by a Registered Civil Engineer or licensed surveyor that includes:
    - (1) property boundaries with all bearings, distances, monuments, iron rods, caps or other markers clearly shown and called out;
    - (2) boundaries for all areas leased/licensed in connection with the wireless site with all dimensions clearly shown and called out;
    - (3) boundaries for all easements and/or dedications with all dimensions clearly shown and called out;
    - (4) all access points and/or access routes to the nearest public right-of-way;
    - (5) approximate topographical contour lines with elevations called out;
    - (6) any trees at least 4 inches in diameter at a point approximately 4.5 feet above ground;
    - (7) all structures or improvements on the property;
    - (8) all structures or improvements on adjacent parcels within 15 feet from the property line;
    - (9) a north arrow, date, scale and legend; and
    - (10) general specifications and notes identifying the applicable public health and safety codes and standards.
  - iii. Site plan that includes:
    - (1) the entire property with the proposed project improvements;
    - (2) detailed before-and-after views for each antenna sector;
    - (3) detailed before-and-after views for any equipment pads, shelters, enclosures, rooms and/or platforms;
    - (4) all existing and proposed equipment with all dimensions, labels and ownership identifications clearly called out;
    - (5) boundaries for all areas leased/licensed in connection with the wireless site with all dimensions clearly shown and called out;
    - (6) boundaries for all easements and/or other rights-of-way for access and utilities in connection with the wireless site with all dimensions clearly

- shown and called out; and
  - (7) all existing and proposed primary and backup utilities, including without limitation all cables, connectors, risers, conduits, cable shrouds, trays, bridges and/or doghouses, transformers, disconnect switches, panels, meters, generators and/or generator sockets.
  - iv. Elevation drawings that include:
    - (1) all existing and proposed structures, improvements and/or fixtures with all dimensions clearly called out; and
    - (2) all existing and proposed equipment with all dimensions, labels and ownership identifications clearly called out.
  - v. Equipment inventory with the manufacturer and model number with basic dimensions (height, width, length and weight) for each component. The inventory does not need to include primary utility-related cables, panels or cabinets or any other objects not primarily designed or intended for radio communications purposes.
- b. **Regulatory Approval** – If the applicant proposes to operate in FCC-licensed spectrum, the applicant must provide proof of its FCC licenses for all planned operating bands. If the applicant proposes to locate a WCF in the public right-of-way, the applicant must provide a copy of its certificate of public convenience and necessity (CPCN) issued by the California Public Utilities Commission, or its successor agency.
- c. **Photo Simulations** – The applicant must submit:
- i. Color photographs of the existing site from at least three different reasonable line-of-sight locations from public streets or other adjacent viewpoints;
  - ii. A map detail showing each location where a photograph was taken, the proposed site and the direction to the site from each photo location; and
  - iii. Color photo simulations that demonstrate an accurate and reliable visual representation of the proposed facility or modifications from the same reasonable line-of-sight locations used in the current site photographs.
- d. **RF Compliance Report** – The applicant must submit a radio frequency (RF) exposure compliance report prepared and certified by an RF engineer that certifies that the proposed facility, as well as any collocated facilities, will comply with applicable federal RF exposure standards and limits. The RF compliance report must include:
- i. The actual frequency and power levels (in watts effective radiated power (ERP)) for all existing and proposed antennas at the site.
  - ii. Exhibits that show:
    - (1) the location and orientation of all transmitting antennas;
    - (2) the boundaries of areas with RF exposures in excess of the uncontrolled/general population limit (as that term is defined by the FCC); and
    - (3) the boundaries of areas with RF exposures in excess of the controlled/occupational limit (as that term is defined by the FCC).
- Note:** Each boundary must be clearly marked and identified for every transmitting antenna at the project site.
- e. **Dominant Project Purpose** – The applicant must identify and explain in detail the *dominant* project purpose such as whether the project will add service coverage where the licensee does not current provide any or add service capacity where the licensee already provides coverage. Responses should be precise and comprehensive and need not be limited to these examples.
- f. **Technical Objectives and Significant Gap Information** – The applicant must provide a detailed written statement that describes the technical objectives the applicant intends the proposed WCF to achieve and the factual reasons why the proposed location, centerline height and equipment configuration are necessary to achieve those objectives. In addition, the statement must include all the following required information and/or materials:

- i. A street-level map that shows the general geographic area within 2-miles from the proposed location annotated to show the service areas to be improved through the proposed WCF and the approximate area size in square feet (the “Gap Area”);
  - ii. Full-color signal propagation maps in scale with the street level map that show current and predicted service coverage in the area for all active frequencies in both RSSI and RSRP and with a legend that describes the objective signal levels in dBm that correspond to any colors used to depict signal levels on such propagation maps;
  - iii. Statement as to whether the applicant believes a significant gap exists in the Gap Area, and the factual reasons to support that conclusion;
  - iv. Written narrative that describes the uses within the Gap Area, and the manner in which those uses would be negatively affected if the gap were to remain unmitigated;
  - v. List with all affected major commuter thoroughfares and the estimated traffic volume for each thoroughfare within the Gap Area;
  - vi. Estimated number of potentially affected users in the Gap Area;
  - vii. Estimated number of dropped-calls in the Gap Area compared to the average within the market area; and
  - viii. Statement as to whether the applicant conducted any drive test(s) and, if so, all drive test results and data (in .XLS or .CSV or similar format) together with a report that describes how and when the applicant conducted such test(s).
- g. **Alternative Sites Analysis** – Applicants must submit a detailed written analysis that describes how the proposed WCF complies with all the requirements in City Council Policy 64, and all the alternative locations and designs considered in the siting process. The analysis must include:
- i. A street-level map that shows the general geographic area within 2-miles from the proposed location annotated to show:
    - (1) all existing wireless facilities within the City;
    - (2) the search ring used for this particular project; and
    - (3) and all locations for each alternative considered for this particular project.
  - ii. For each alternative site considered, a detailed written description that at least includes:
    - (1) the physical address;
    - (2) zoning district designation (or designation for nearest private property if proposed in the public right-of-way);
    - (3) the property owner’s name, contact information used in attempts to inquire about interest in a lease or other agreement to use the property for a WCF, when such attempts were made and the response, if any, received from the property owner;
    - (4) support structure type considered;
    - (5) general design concept and concealment elements/techniques considered;
    - (6) overall height and achievable antenna centerline height; and
    - (7) the factual reasons why the applicant considered the potential alternative site location and/or design to be unacceptable, infeasible, unavailable or not in accordance with the development standards in City Council Policy 64.

**Note:** This explanation must include a meaningful comparative analysis and such technical information and other factual justification as are necessary to document the reasons why each alternative is unacceptable, infeasible, unavailable or not as consistent with the development standards in City Council Policy 64. Conclusory statements that a particular alternative is unacceptable, infeasible, unavailable or not in accordance with the development standards in City Council Policy 64 will be deemed incomplete.

- iii. For each alternative site *within the search ring*, signal propagation maps in scale with the street level map that show current and predicted service coverage in the area for all active frequencies in both RSSI and RSRP with and without the alternative site and with a legend that describes the objective signal levels in dBm that correspond to any colors used to depict signal levels on such propagation maps. The signal propagation maps required must be directly comparable with the signal propagation maps submitted to show before-and-after service from the applicant's proposed site. If the applicant did not locate any alternatives within the search ring, the analysis must expressly state that no such alternatives were considered.
2. For requests for approval pursuant to Section 6409(a) of the Middle Class Tax Relief and Job Creation Act of 2012 [codified as 47 U.S.C. § 1455(a)], applicants are required to provide all materials described in D.1 above except Dominant Project Purpose, Technical Objectives and Significant Gap Information and Alternative Sites Analysis. However, the applicant must submit the following materials to demonstrate that the project qualifies approval pursuant to Section 6409(a).
  - a. **Prior Permits** – the applicant must submit copies of all prior local regulatory approvals (original siting permits and all intermediate modification permits) issued for the facility with any corresponding conditions of approval and project plans approved by the applicable regulatory authority. Alternatively, the applicant may submit a written justification that sets forth reasons why prior regulatory approvals were not required for the wireless facility at the time it was constructed or modified.
  - b. **Section 6409(a) Worksheet** – the applicant must complete and submit a fully executed Section 6409(a) modification worksheet for wireless towers on private property, base stations or facilities in the public right-of-way.
3. For extensions of existing CUPs and MCUPs, or for existing CUPs proposing to convert to MCUPs, only one set of project plans, rather than multiple copies, needs to be submitted. The one set of plans may be copies of those already approved. **Applicants are encouraged to talk with staff before submitting an application to convert a CUP to a MCUP.**
4. Per Performance Guideline 5 of City Council Policy 64, a report demonstrating compliance with FCC RF Exposure Guidelines must be submitted with each time extension or amendment request and, for new WCFs, within six (6) months after the issuance of occupancy.

**All** WCF applications are evaluated or re-evaluated to assess consistency with City Council Policy 64, including the appropriateness of the existing facility's technology, and the applicant must document that the WCF maintains the technology that is the smallest, most efficient, and least visible and that there are not more appropriate and available locations for the facility, such as the opportunity to collocate or relocate to an existing building.

**E. Flood Plain Special Use Permits:**

1. Two (2) sets of the hydrology and hydraulic calculations. Include HEC-1 and HEC-2 computer printouts with appropriate annotations to clarify readouts.
2. Two (2) copies of all required certifications listed in Section 21.110.150(4) of the Municipal Code signed and sealed by a registered Civil Engineer or other appropriately licensed professional.

**F. Commercial/Visitor-Serving Overlay Zone:**

1. Prior to filing an application for a Conditional Use Permit for a Commercial/Visitor-Serving use within the Overlay zone, the applicant shall make a Preliminary Review (Pre-filing) submittal.
2. Projects within the Commercial/Visitor-Serving Overlay Zone shall submit a proposed sign program as part of this application. The program shall be provided as separate exhibits and should include the following information: proposed sign location, dimensions, area, materials, sign copy and colors.

**NOTE:** When the application is tentatively scheduled to be heard by the decision-making body, the project planner will contact the applicant and advise him to submit the public hearing notice package including the **radius map, two sets of the property owners list including the applicable Homeowners Association (HOA) and labels.** The applicant shall be required to sign a statement certifying that the information provided represents the latest equalized assessment rolls from the San Diego County Assessor's Office. The project will not go forward until this information is received.