

- **General Plan Amendments**
- **Local Coastal Plan Amendments** (Major and Minor)
- **Master Plans** (including Amendments)
- **Specific Plans** (including Amendments)
- **Zone Changes**
- **Zone Code Amendments**

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.**

The following materials shall be submitted for each application or for combined applications on a single project, except as noted under “II. Required Documents – I. Property Owners List and Address Labels.”

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. **SCALE MAP:** 1” = 500’ exhibit of subject property showing the requested General Plan, Zoning, or Local Coastal Program General Plan or Zoning designation(s) with the acreage involved. Also provide the surrounding General Plan, Zoning, and Local Coastal Program General Plan and Zoning designations and surrounding land uses.

II. REQUIRED DOCUMENTS

- A. Completed Land Use Review Application Form.
- B. Environmental Impact Assessment Form (Fee not required with initial submittal. Fee to be determined after review of project and environmental impact assessment form.)
- C. Greenhouse Gas (GHG) Analysis – based on completion of Climate Action Plan (CAP) Checklist – See form P-30. Submit 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.
- D. Disclosure Statement.
- E. Two (2) copies of the Preliminary Title Report (current within the last six (6) months).
- F. Complete “Project Description/Explanation.”
- G. Signed “Notice of Time Limits on Discretionary Applications.”
- H. 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.
- I. Signed “Hazardous Waste and Substance Statement” form.
- J. Property Owners List and Address Labels: 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 radius map, two (2) sets of the property owners list 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.

III. SPECIFIC PROJECT REQUIREMENTS

A. **For Zone Code Amendments**, also provide the proposed text and indicate where it fits into the existing text. Indicate proposed revisions by using strikeouts and/or underlines showing modifications.

B. **For Local Coastal Plan Amendments**

1. If a text change is proposed, provide the new text and indicate where the proposed new text fits into the certified text. If the text is proposed to be revised, clearly indicate modifications using strikeouts and/or underlines.
2. Provide a discussion of the proposed amendment's relationship to and effect on other sections of the previously certified LCP.
3. List the zoning measures that will implement the LCPA.
4. Affect on public access (only for area between first public road and the coast).
5. An analysis of potentially significant adverse cumulative impacts on coastal resources.

C. **For Master Plans and Specific Plans:**

1. It is strongly recommended the applicant meet with staff before submitting text and maps for a master plan or specific plan.
2. Please refer to the Zoning Ordinance, Chapter 21.38.060, for the required contents of a Master Plan.