City of Carlsbad

LAND USE REVIEW APPLICATION P-1

Development Services
Planning Division
1635 Faraday Avenue
442-339-2600
www.carlsbadca.gov

SUBMITTAL INFORMATION – ALL APPLICATIONS

NAME OF PROJECT: _____

BRIEF SUMMARY OF PROJECT: _____

APPLICATIONS APPLIED FOR: Check the appropriate boxes for the application types for which you are applying.

(CHECK ALL APPLICABLE BOXES)

Development Permits

(FOR DEPT. USE ONLY)

- ☐ **Coastal Development Permit** — ☐ Major ☐ Minor
- ☐ **Conditional Use Permit** — ☐ Major ☐ Minor ☐ Amend/Ext.
- ☐ **Day Care (Large)** — ☐ New ☐ Amend/Ext.
- ☐ **Environmental Impact Assessment**
- ☐ **Habitat Management Permit** — ☐ Major ☐ Minor
- ☐ **Hillside Development Permit** — ☐ Major ☐ Minor ☐ Amend/Ext.
- ☐ **Nonconforming Construction Permit**
- ☐ **Planned Development Permit** — ☐ Residential ☐ Non-Residential; ☐ Major ☐ Minor ☐ Amend
- ☐ **Precise Development Plan**
- ☐ **Site Development Plan** — ☐ Major ☐ Minor
- ☐ **Special Use Permit**
- ☐ **Tentative Parcel Map (Minor Subdivision)**
- ☐ **Tentative Tract Map (Major Subdivision)**
- ☐ **Variance** — ☐ Major ☐ Minor

Legislative Permits

(FOR DEPT. USE ONLY)

- ☐ **General Plan Amendment** — ☐ Map ☐ Text
- ☐ **Local Coastal Program Amendment** — ☐ Map ☐ Text
- ☐ **Master Plan** — ☐ New Plan ☐ Amend
- ☐ **Specific Plan** — ☐ New Plan ☐ Amend
- ☐ **Zoning Change** — ☐ Map ☐ Text

Misc. Permits

(FOR DEPT. USE ONLY)

- ☐ Planning **Determination** — ☐ City Planner ☐ PC Appeal
- ☐ **Historic Preservation** — ☐ Register ☐ Mills Act
- ☐ **Reasonable Accommodation**

FOR CITY USE ONLY:
DEV CASE NO.: _____ **REC. BY:** _____

DATE STAMP APPLICATION RECEIVED

NOTE: A PROPOSED PROJECT REQUIRING APPLICATION SUBMITTAL MUST BE MADE BY APPOINTMENT OR THROUGH THE CSS ONLINE PORTAL.

WHAT IS A PROJECT APPLICATION?

A Land Use Review Application is the primary means by which the Planning Division collects information necessary to initiate plan review for a proposed development project and to schedule a development project for discretionary review. Discretionary review is necessary to evaluate conformance with regulations, standards, policies, and guidelines before a permit can be issued.

To help ensure a complete and accurate submittal, the Planning Division has developed submittal requirements and corresponding checklists. Please review the following information to learn more about the city's intake and review procedures. Many projects that require a permit from the Planning Division might also require an engineering or building permit to implement the project. Consult with planning staff before submitting a development permit application.

WHAT IS THE PROCESS?

The application permit type, review, and approval process vary from one development project to another; however, there are similar steps involved with each discretionary project. The city's Discretionary Permit and Service Guide provides a high-level overview of that process, which is also briefly summarized below. If you are unfamiliar with the planning application process, we recommend that you speak with Planning staff before attempting to prepare an application submittal. Planning staff can explain supplemental materials that must be submitted with an application and confirm the required fees for successful intake.

1. **Application Intake.** Project review will not begin unless a duly filed application has been accepted by the Planning Division. Each application submitted to the Planning Division is required to have the Minimum Submittal Intake Requirements (i.e., requested forms and information in the application packet) and all processing fees paid **before** it will be accepted (called "duly filed").
2. **Application Review.** After your application has been accepted for processing, a planning case number will be assigned and the application will be routed to the appropriate city departments and referral agencies for review. The status of the permit application and progression of the city's review can be tracked through the CSS Online Portal.
3. **Starting the "Clock:"** The Planning Division has developed policies to help ensure that discretionary permit applications are timely processed in accordance with the Permit Streamlining Act. The Act's shot clock starts on the intake date the Planning staff accepts a duly filed application.
4. **Staff Response.** Division policy requires the case planner to compile department comments and complete city review by notifying the Applicant, Property Owner, or Agent within 30 days of whether the application is complete. (There might be circumstances that dictate a different processing timeline.) The city review letter will include written notice of the status of your application as "incomplete" or "complete."
    - Incomplete – If the application is determined to be incomplete, staff will detail the missing information in a city review letter. A city review letter might also identify specific outstanding review issues with the project, and any other required materials or applications to address conformance with regulations, standards, policies, and guidelines.
    - Complete – If the application is determined to be complete then the next steps of the planning process will begin, and the permit application will be scheduled to be reviewed for approval, conditional approval, or denial.
5. **Cycle Reviews.** After you provide a response to city comments the Planning Division will re-examine the permit application. Each time you resubmit plans or missing application materials, the cycle of 30-day review will continue until the application is determined to be complete.
6. **Environmental Clearance.** When Planning staff determines the application is determined to be complete, and the project has a stable project description, then the city has an additional 30 days to determine the level of environmental review required. The time needed to complete the environmental study is determined by the type of environmental review required.

7. **Decision-Making Process and Action.** After the environmental documentation has been prepared, the project will be scheduled to go before the decision-making body, which either approves or denies the application, or more commonly approves the application subject to conditions of approval. Most planning actions require a public notice of a hearing. The method of advertising might vary.

WHAT IS NEEDED FOR FORMAL APPLICATION SUBMITTAL?

Use the following information in this section to assist you in preparing your Land Use Review Application for intake processing.

Application intake and project review will not begin unless a **"duly filed"** application package has been submitted and all required elements are accepted by the Planning Division. For the Planning Division to consider a project application "duly filed," the application must be accompanied by all items specified in the **Minimum Submittal Intake Requirements Checklist(s)** (e.g., plan sets, letters of authorization, etc.). The application must be accompanied by all required supporting materials (architectural plan sets, photographs, etc.). Please also review the city's Master Fee Schedule in addition to any required applications or forms listed. If you are missing documents or required information, including payment of fees, the city will not accept your application.

What do I need to bring to my intake appointment to have the application accepted?

1. ***Land Use Review Application – Form P-1.*** Complete the cover page of this document.

2. ***Download and Complete Required and Supplemental Forms.*** Download all required forms (refer to Submittal Forms Referral Matrix at the end of this document). The required forms for each application permit type list the documents or required information needed for Planning staff to accept the application for intake processing. Each required and supplemental form is accessible online through the following link:

   https://www.carlsbadca.gov/departments/community-development/permits-applications-forms.

3. ***Assemble Project Plans and Drawings.*** The application must be accompanied by plans, accurately showing existing and proposed structures on both the subject property and on immediately adjoining properties, showing the minimum requirements per Info Bulletin (IB-201), unless a different requirement is specified on the application form. Certain application types might require additional information to be submitted with the application package. The project plans and drawings must include the exhibits or technical drawings to convey the project scope, existing conditions, design or other site parameters as specified.

4. ***Designate a Single Point of Contact for the Application.*** A single point of contact should be designated to handle all city communications and to track the progress of your application. An "Applicant" generally is a person with a lasting interest in the completed project such as the Property Owner or a lessee/user of the subject property. An "Agent" can be the person filing the application on behalf of the Applicant and Property Owner.

5. ***Pay all Applicable Fees.*** Projects are NOT considered to be submitted until all intake invoices are paid and proof of payment for the required intake fee amount is received for each application permit type. Should the actual cost of staff time exceed the initial fee paid, an additional fee for time and materials may be billed upon completion of the intake review, hearing process or permit approval, as necessary.

6. ***Submission Standards.*** All required plans that are submitted by hardcopy must be printed on 24" x 36" sheets and collated into complete sets, stapled, then folded to 9" x 12" or the smallest scale possible when submitted (with lower right-hand corner of plan visible).

7. ***Digital Submittals.*** Applicants, Property Owners, or Agents must submit digital files with the application at initial submittal and at approval. All digital submittals, CAD files, and PDF files, must be made via OneDrive (cloud storage service), email, or by using a flash drive and meet certain electronic submission standards set by the Planning Division. Plans and documents submitted via CD will not be accepted. If you prefer to submit via OneDrive, email planning@carlsbadca.gov to coordinate digital submittal.

Planning staff may reject submittal of a Land Use Review Application if the submittal fails to include all the appropriate items listed above. All Planning applications must be submitted in person at the Planning Division or through the CSS online portal. Applications submitted by mail or email will not be accepted.

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 contact the Planning Division at (442) 339-2600 or email planning@carlsbadca.gov.

NOTE: SOME PERMIT APPLICATION TYPES MAY BE SUBMITTED THROUGH THE CSS ONLINE PORTAL OTHER. OTHER APPLICATIONS MUST BE SUBMITTED BY APPOINTMENT THROUGH AN ONLINE SCHEDULING SYSTEM*. PLEASE VISIT THE PLANNIG DIVISION'S PERMITTING SERVICES WEBSITE TO LEARN MORE ABOUT THE SUBMISSION PROCESS.

***SAME DAY APPOINTMENTS ARE NOT AVAILABLE.**

WHAT MAKES AN APPLICATION COMPLETE?

The section above discusses the minimum information needed to file an application and have it accepted for intake processing. This section discusses how to complete the application and city review before a permit can be issued.

During the city review period, the case planner ensures that the application is complete and technically accurate and reviews the project against city policies and regulations. To complete city review, the application that you submit must include adequate information necessary for project analysis to demonstrate compliance with all applicable ordinances and codes.

A detailed set of requirements for each permit type is listed in each form/application. For the Planning Division to determine that a Land Use Review Application is complete, it must contain all of the required information listed on the **Completeness Determination Requirements Checklist(s)**.

Download all information that is listed as required in the applicable form checklist(s). This might include detailed information about what to provide on plans or declare within the application forms, depending on the type of project you are proposing. Initial submittals that are complete and accurate help streamline the city's review processes, allows the city to issue permits more quickly, and save you time and money. After submittal and following initial review of the permit application, additional information and/or corrections may be requested by city staff to complete review and approve the application.

SUBMITTAL FORMS REFERAL MATRIX

R = Required item for submittal requirements checklist. *O = Optional or alternative application type.*	Land Use Review App. P-1	Development Permits P-2	Legislative Permits P-3	Variances P-4	Hillside Development Permits P-5	Minor CDP Application P-6	CDP Supplemental Requirements P-7	Day Care Permit (Large Family) P-9	HMP Minor P-17	HMP Major P-18	Nonconforming Construction Permit P-28	Reasonable Accommodation P-29	Historic Preservation P-40
Development Permit Types													
Coastal Development Permit Minor	R	R	---	---	---	R	---	---	---	---	---	---	---
Coastal Development Permit Major	R	R	---	---	---	R	R	---	---	---	---	---	---
Conditional Use Permit	R	R	---	---	---	---	---	---	---	---	---	---	---
Day Care (Large)	R	---	---	---	---	---	---	R	---	---	---	---	---
Environmental Impact Assessment	R	---	---	---	---	---	---	---	---	---	---	---	---
Habitat Management Plan Minor	R	---	---	---	---	---	---	---	R	---	---	---	---
Habitat Management Plan Major	R	---	---	---	---	---	---	---	---	R	---	---	---
Hillside Development Permit	R	---	---	---	R	---	---	---	---	---	---	---	---
Nonconforming Construction Permit	R	---	---	O	---	---	---	---	---	---	R	---	---
Planned Development Permit	R	R	---	---	---	---	---	---	---	---	---	---	---
Precise Development Plan	R	R	---	---	---	---	---	---	---	---	---	---	---
Site Development Plan	R	R	---	---	---	---	---	---	---	---	---	---	---
Special Use Permit	R	R	---	---	---	---	---	---	---	---	---	---	---
Tentative Parcel Map	R	R	---	---	---	---	---	---	---	---	---	---	---
Tentative Tract Map	R	R	---	---	---	---	---	---	---	---	---	---	---
Variance	R	R	---	R	---	---	---	---	---	---	O	---	---
Legislative Permit Types													
GPAs, LCPAs, Master Plans, etc.	R	---	R	---	---	---	---	---	---	---	---	---	---
Misc. Permit Types													
Determination – City Planner/ PC	R	---	---	---	---	---	---	---	---	---	---	---	---
Historic Preservation Permit	R	---	---	---	---	---	---	---	---	---	---	---	R
Reasonable Accommodation	R	---	---	O	---	---	---	---	---	---	O	R	---