DEVELOPMENT PERMITS
P-2

Development Services
Planning Division
1635 Faraday Avenue
442-339-2610
www.carlsbadca.gov

REQUIRED DOCUMENTS AND SUBMITTAL ITEMS

The Development Permits Application (Form P-2) is the primary means by which the Planning Division collects information necessary to process development requests that are discretionary. Use the information in this form to put together and complete your development permit application.

All requested forms and information listed in Part A are required to submit an application. An overview of the specific items required to complete the city review process is provided in Part B through Part O.

The following development application types are covered by this form:

- **Coastal Development Permits** (CDP) including Amendments, but excluding Minor CDPs and Single-Family Residences
- **Conditional Use Permits** (CUP), including Minor and Amendments
- **Planned Development Permits** (PD), including Residential and Non-Residential, Minor and Amendments
- **Precise Development Plans** (PDP), including Amendments
- **Site Development Plans** (SDP), including Minor and Amendments
- **Special Use Permits** (SUP), including Amendments
- **Tentative Parcel Maps/Minor Subdivision** (MS), including Amendments
- **Tentative Tract Maps/Major Subdivision (CT)**, including Amendments

If your project requires multiple permit application types, this can be submitted under one Land Use Review Application package, with the permits processed concurrently. Submit the largest number of document sets required from each category and cover the scope of the full package application.

Getting started:

STEP 1 (PRE-APPLICATION WORK)

STEP 1a Prior to project submittal to the city, residential projects with four (4) or more new units, any new commercial/industrial project, general plan amendment/rezone, or subdivision, applicant must first submit 'Project Facility Availability Forms' to public utilities/service agencies for response. Prior to submittal, agencies must first determine whether services are reasonably available to serve your project or if further analysis is required. If your projects fall into the above description, the following complete forms (signed by agencies) must be provided at the initial project submittal along with any technical studies they deem necessary:

- Project Facility Availability Form - Fire (Form P-99F)
- Project Facility Availability Form - WasteWater (Form P-99S)
- Project Facility Availability Form - Water (Form P-99W)

Project Facility Availability Forms must be submitted and completed/signed by agencies prior to development application submittal. To learn more on Project Facility Availability Forms, see Informational Bulletin IB-116.

STEP 1b Prior to project submittal to the city, for ALL projects, applicants must first fill out a Transportation Needs Analysis Statement form P-42 and follow submittal instructions. Once received, staff will review and return a completed/signed form to the requestor. Include the completed form with the submittal. If required study is marked on the P-42, submit 2 copies of any required technical studies as they are required with initial project submittal.

STEP 1c Prior to project submittal to the city, ALL applicants are directed to Policy 84 to ensure public involvement and engagement process is followed. For qualifying projects, refer to minimum submittal requirements below related to this policy. To learn more on public engagement requirements, refer to Informational Bulletin IB-184.

STEP 2 – Complete all requested forms and information listed in Part A of this form. Each development permit application submitted to the Planning Division must meet the "Minimum Submittal Intake Requirements" and all processing fees must be paid before it will be accepted for processing. Project review will not begin unless a duly filed application has been accepted by the Planning Division. Submittals may be rejected if the submittal package is incomplete, there are unpaid fees, or current forms are not used.

STEP 3 – Supplement your application and provide detailed information about the proposed project. After an application is cleared for submittal and accepted for processing, the application package will be routed to the appropriate city departments and outside agencies for review and comment and to determine completeness. To complete the city review process, the application package must contain the requested information listed in the "Completeness Determination Requirements Checklist(s)" in Part B through Part O. If you are unsure whether you are required to provide the information listed in the checklist(s), contact staff and they will help you identify which items are necessary for your project.

Following initial submittal, all applications submitted will be initially processed to determine their completeness. This process generally occurs during a 30-day period to identify whether additional information is needed to fully process the application through the final decision. 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. The missing items listed in the city review letter must be included in a resubmittal before your resubmittal package can be accepted by the Planning Division. Unless other agreements have been made with the case planner, you must resubmit all missing items concurrently.

If you have any questions regarding a specific requirement or whether all requirements are necessary for your application please call (442) 339-2600 or email planning@carlsbadca.gov.

STEP 2: MINIMUM SUBMITTAL INTAKE REQUIREMENTS

PART A. Submittal Requirements Checklist

NOTE: Each application submitted to the Planning Division must have the Minimum Submittal Intake Requirements (required forms and information included in the application packet) before it will be accepted for intake processing. Ensure all required documents are included in the initial submittal. Planning Division staff may reject submittal of a Land Use Review Application if the application submittal fails to include all the appropriate items listed in this checklist (Part A).

☐ A.1 Land Use Review Application (Form P-1).

☐ A.2 Authorization, Consent, and Disclosure Statement (Form P-1(A)). A dedication or letter of permission to grade or construct other improvements offsite (if applicable) is required to demonstrate consent and authorization.

☐ A.3 Project Description Statement (Form P-1(B)).

☐ A.4 Hazardous Waste Statement (Form P-1(C)).

☐ A.5 Environmental Impact Assessment (Form P-1(D)). The clarity and accuracy of the information you provide is critical for purposes of determining the specific environmental effects of your project. After the application is deemed complete, the city will formally initiate an environmental review and determine whether the project is subject to CEQA. Certain environmental studies might be necessary to make an environmental determination.

☐ A.6 Time Limits on Discretionary Permits Acknowledgement (Form P-1(E)).

☐ A.7 Financially Responsible Party Statement (Form P-1(J)).

☐ A.8 Climate Action Plan Consistency Checklist (Form P-30). If the project triggers requirements per the checklist, include two copies of a project-specific Greenhouse Gas (GHG) Analysis that includes measures to address project impacts. See (Form P-31) for guidance.

☐ A.9 Certificate of Accuracy (Form P-37).

☐ A.10 Completed Transportation Analysis Need Statement (Form P-42), completed and signed by agency. Include two (2) copies of identified studies and/or information requested to complete review of the application (TDM Plan and/or LMA requirements).

☐ A.11 Completed Project Facility Availability Forms (signed by agencies) from all applicable utilities and agencies. NOTE: Project submittal must include two (2) copies of all identified studies and/or information requested to complete review of the application.

- ☐ (1) Project Facility Availability - Fire (Form P-99F), completed & signed by agency.
- ☐ (2) Project Facility Availability - Waste Water (Form P-99S), completed & signed by agency.
- ☐ (3) Project Facility Availability - Water (Form P-99W), completed & signed by agency.

☐ A.12 Two copies of the Preliminary Title Report (current within the last six months).

☐ A.13 Full payment of development processing fees: See the Master Fee Schedule for the applicable fee(s).

☐ A.14 Development Project Public Involvement Package (Policy 84). The city requires that applicants for development proposals be responsible for providing certain information in the public notice process. For projects that require approval by the Planning Commission or City Council, a public notice package is required at time of application intake. (Additional notices and postage fees may occur throughout the process.)

- ☐ (1) Design layout and content of public notice mailer (completed on city template).
- ☐ (2) Marked assessors map(s) showing 600-foot property owner radius notice area.
- ☐ (3) Marked assessors map(s) showing occupant radius notice area (distance based on scope of project).
- ☐ (4) Copy of radius mailing label lists.
- ☐ (5) Homeowner association recipient lists.
- ☐ (6) Design layout and content of project notification sign (completed on city template).
- ☐ (7) Public notice certification (signed affidavit). Mailing lists and labels are true and correct, and based upon the most current available San Diego County Tax Assessor's data).

☐ A.15 Photographic Survey that contains photographs of the project site. Where required, the following guidelines apply:

- ☐ (1) Photographs shall be taken from the project boundaries at four or more locations, with onsite and off-site views. The number of photographs will vary depending on the size of the project; however, the quantity must be sufficient to adequately view the entire site. The photo survey shall include and be used to document site constraints such as views for evaluating factors such as the need for brush management, vegetation, or environmental adjacency issues.

☐ (2) Include a key map indicating the location and direction from which each photograph was taken.
☐ (3) Provide photos in a digital format. The photos shall be saved in JPG format and named and numbered consistent with the key map legend.

☐ A.16 Project plans and drawings required (see STEP 2; Part C through Part O).
☐ (1) When submitting as a hardcopy, **seven sets** of collated drawings must be submitted with the initial application for each project. Additional plan sets may be required prior to scheduling the project for a public hearing/meeting.
☐ (2) All plans must be drawn on **24" x 36"** sheets. When required, electronic plans must be provided in PDF format.
☐ (3) When submitting hardcopy plans, all required drawings shall be **collated and stapled** along the left margin and folded to a size no greater than **9" x 12"** or the smallest scale possible when submitted (with the lower right-hand corner of plan visible).

☐ A.17 Two copies of a completed and signed "Storm Water Standards Questionnaire" (Form E-34).

☐ A.18 Electronic files are required via OneDrive or flash drive for all project submittals. All application materials and completed forms are to be submitted in a digital format at the time of submittal. (Refer to the Land Use Review Application – Form P-1 and the departments' electronic submission standards for instructions.) Digital storage devices submitted will not be returned to the applicant.

Optional Items Checklist (Recommended)

☐ A.20 Color display board(s) (no larger than 9" x 12"), showing building materials and color samples of glass, reveals, aggregate, wood, etc. Color boards may be required prior to scheduling the project for a public hearing/meeting.

STEP 3: COMPLETENESS DETERMINATION REQUIREMENTS

NOTE: This section of the application form (Part B through Part O) supplements the Minimum Submittal Intake Requirements (Part A) by providing more detailed information about the plan set criteria and other information which the city will apply to complete the city review process. This level of detail is necessary to determine completeness and to evaluate whether the details of the request are consistent with codes and policies. However, not all items listed in Part B through Part O will be required for every development permit application. To help navigate this step in the city's review process, this application form also provides a list of things that are typically required for different project types. Please refer to the Application Checklists by Project Type Matrix on the next page for a generic representation of what might be needed in a plan set and drawing package for the city to complete its review.

If the city determines that the application is incomplete after initial submittal, staff will identify which items are necessary for your project as part of the first city review letter, following initial review of the permit application. Additional information and/or corrections may be requested by city staff in order to complete review of the application. Failure to provide all the required information listed in this form or as otherwise requested may cause delay or denial of the application. The city review letter will also identify a resubmittal requirement checklist. These items must be included in a resubmittal before a resubmitted application may be accepted for processing.

If the city determines that the application is incomplete after resubmittal, staff will continue to identify which items are missing in a subsequent city review letter.

Before determining an application to be complete, the case planner should be satisfied that the description of the development and all of the plans and supporting documentation are accurate.

APPLICATION CHECKLISTS BY PROJECT TYPE - REFERAL MATRIX

R = Required item for completeness determination (typical).

S = Supplemental item, may be required based on details of the request.

	Part B. Supplemental Application Forms	Part C. Plan Preparation Information	Part D. Application and Project Information	Part E. Site Plan Information	Part F. Grading Plan	Part G. Streets and Utilities Plan	Part H. Water Facilities Plan	Part I. Recycled Water Facilities Plan	Part J. Sewer Facilities Plan	Part K. Fire Access and Protection Plan	Part L. Constraints Plan	Park M. Building Elevations and Floor Plans	Part N. Lighting Plan	Part O. Specific Project Requirements Info.
Development Types														
Residential – Subdivision	S	R	R	R	R	R	R	R	R	R	S	---	---	---
Residential – New Building	S	R	R	R	R	S	S	S	S	R	S	R	---	---
Residential – Improvement / Addition	S	R	R	R	S	S	---	---	---	S	S	R	---	---
Residential – Change of Use / Conversion of Existing Structures	S	R	R	R	---	---	---	---	---	R	S	---		---
Non-Residential – Subdivision	S	R	R	R	R	R	R	R	R	R	S	---	---	---
Non-Residential – New Building	S	R	R	R	R	S	S	S	S	R	S	R	R	---
Non-Residential – Improvement / Addition	S	R	R	R	S	S	---	---	---	R	S	R	---	---
Non-Residential – Change of Use / Conversion of Existing Structures	S	R	R	R	---	---	---	---	---	R	S	---	---	---
Non-Residential – Other Site Plan Approval	S	R	R	R	S	S	S	S	S	R	S	---	S	---
Infrastructure Project	S	R	R	R	R	R	R	R	R	---	S	---	S	---
Variance	S	R	R	R	---	---	---	---	---	---	S	---	---	---
Wireless Communication Facility	S	R	R	R	---	---	---	---	---	---	S	---	---	R
Floodplain Special Uses	S	R	R	R	S	S	---	---	---	---	S	---	---	R
Commercial Visitor Serving Zone	S	R	R	R	S	S	---	---	---	---	S	---	---	R
Drive-in or Drive-through Uses	S	R	R	R	S	S	---	---	---	---	S	---	---	R

NOTE: If your development permit application consists of more than one development type listed, you must submit the items required from each category. Any information in this matrix (above) is provided for informational purposes only and should not be construed as a representation or substitute for consulting with city staff. You should consult with the Planning Division before making any decision based on the information contained herein. The requirements of each plan set may be reduced or expanded at the determination of the City Planner on a case-by-case basis. Certain items within each part may or may not pertain to your project.

PART B. Supplemental Application Forms/Requirements (Based on Details of the Request) - Completeness Determination Requirements Checklist

NOTE: Depending on the nature of the project, the following studies, reports, and exhibits may be required. The need for additional studies, reports, and exhibits may also be determined for the project after the first review cycle. In such cases, the city's review letter will clearly specify that the additional information is necessary for case processing and analysis.

		Required	Received
B.1	Seven copies of a conceptual landscape planting plan is usually required with the application package submitted to the Planning Division, in accordance with Section 3 of the City Landscape Manual.	☐	☐
B.2	Tentative Parcel Map Waiver of Processing Time Limits (Form P-1(F)). Required only when the project (tentative parcel map) requires concurrent processing of a planning application or environmental review.	☐	☐
B.3	Tentative Parcel Map Tenant Notification Statement (Form P-1(G)). Required for certain tentative parcel map applications.	☐	☐
B.4	Density Bonus Supplemental Checklist (Form P-1(H)). Required for density bonus applications.	☐	☐
B.5	For all condominium conversions: (1) A signed statement by the owner stating Government Code § 66427.1 (Map Act) will be complied with. (2) A letter from San Diego Gas & Electric stating that plans to convert the gas and electric system to separate systems have been submitted and are acceptable.	☐	☐
B.6	Hillside Development Permit Supplemental Application (Form P-5). Required when development is proposed on any slope that has a gradient of 15% or greater and a slope height of greater than 15 feet.	☐	☐
B.7	Coastal Development Permit Supplemental Application (Form P-7). Required if the project site is within the Coastal Zone.	☐	☐
B.8	Habitat Management Plan (HMP) Permit (Form P-18) or Minor HMP Permit (Form P-17) – Required if directly or indirectly impacting natural habitat.	☐	☐
B.9	Housing Declaration Statement (Form P-38). Required for all residential and mixed-use projects that demolish an existing residential building.	☐	☐
B.10	Citywide Objective Design Standards Manual Compliance Checklist (Form-43). Required for all multi-family housing and mixed-use development.	☐	☐
B.11	Noise study consistent with City of Carlsbad Noise Guidelines Manual. Depending on the size, scope and features of the project and the project site, the city may require additional documentation or analysis to provide substantial evidence supporting a determination that of General Plan	☐	☐

		Required	Received
	consistency, which may include but is not limited to, the preparation of a Noise Study by a qualified consultant.		
B.12	Development Project Public Involvement Package (when required by Policy 84). If the Development Project Public Involvement Package is not turned in with the resubmittal package, the resubmittal package may be rejected and will not be accepted for further processing. (1) Public notice certificate of mailing (signed affidavit verifying that the notices were delivered). (2) Public notice certificate of sign posting (signed affidavit verifying date of posting and legible photo of the posted site). Regardless of who posts at the site, it is always the responsibility of the applicant to ensure that the notice is firmly attached, legible, and remains in that condition throughout the entire posting period. (3) Enhanced Stakeholder Outreach Report, if required.	☐	☐
B.13	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 regardless of size.	☐	☐
B.14	Two copies of the preliminary Storm Water Quality Management Plan (SWQMP) prepared in accordance with the City BMP Design Manual per the latest version of the City of Carlsbad Engineering Standards and the city's SWQMP template (Form E-35) and must include the following: (1) Fully detailed DMA and hydromodification exhibits (24" x 36"); (2) Water quality calculations/worksheets consistent with BMP details and plans; (3) Hydromodification narrative and calculations consistent with BMP details and plans, if applicable; (4) Determination of critical course sediment yield area applicability and analysis, if applicable; (5) Infiltration Feasibility Analysis, if applicable; (6) Table D.1.1 form completed by the geotechnical engineer; (7) Location and size of BMP in the report to match grading plan; (8) Trash capture BMP calculations, model and locations, if applicable; and (9) Unrestricted access to BMP(s) for city inspection.	☐	☐
B.15	Two copies preliminary Trash Capture 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 Trash Capture SWQMP template (Form E-35A). (1) Trash capture BMP calculations, model and locations. (2) Fully detailed DMA exhibit (24" x 36").	☐	☐

		Required	Received
B.16	Two copies of 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.	☐	☐
B.17	Two copies of the preliminary soils/geologic report, prepared in accordance with the city's Technical Guidelines for Geotechnical Reports available on the city's website, for all projects with cut or fill depths exceeding 4 feet, deep foundation systems such as drilled piers, shoring, or in areas of significant geologic hazards.	☐	☐
B.18	"Will serve" letter for waste hauler services for the project types listed below. Send request to: Carlsbadservice@RepublicServices.com. ☐ (1) All new multi-family housing of 5 units or more ☐ (2) All new non-residential development (new principal structures) ☐ (3) Tenant improvements to existing non-residential development that changes use/occupancy ☐ (4) Alterations and additions to existing non-residential development to increase the existing floor area by 30% or more	☐	☐

PART C. Plan Preparation Information - Completeness Determination Requirements Checklist

☐ C.1 All site plans (engineering and architectural) legible and drawn to a scale, not to exceed **1" = 40' or 1/8" = 1"**. An engineering scale must be used for the site plan and the architectural scale for floor plans and elevations.

☐ C.2 A one-sheet master plan is required when the detailed site plan cannot contain the entire project on one sheet. The index must list all sheets of the proposed project plans in the order presented.

☐ C.3 All plans must be labeled with sheet title. Sheet title blocks must remain consistent on each page of the plan set including sub disciplines. Reserve a location on each plan sheet for city stamps. The size must be a minimum of 3" x 2" and be in the same location on every sheet.

PART D. Application and Project Information - Completeness Determination Requirements Checklist

☐ D.1 Provide name and address of the owner whose property is proposed to be developed and the name, address, and phone number of the developer.

☐ D.2 Provide name, address, and phone number of the registered civil engineer, licensed surveyor, landscape architect or land planner who prepared the maps/plans.

☐ D.3 Provide vicinity map showing major cross streets.

☐ D.4 Provide date of preparation/revisions.

☐ D.5 Provide project name and application types submitted.

☐ D.6 Provide planning case number or numbers in the upper right-hand corner (the city will provide the numbers at time of application).

☐ D.7 Indicate whether the application consists of vesting application permit types (i.e. maps). Vesting maps require 100% working construction drawings.

☐ D.8 Indicate the scale used and north arrow must be included on the plans. The north direction should be towards the top of the sheet unless infeasible.

☐ D.9 Provide a land use summary table of the following items as applicable:

- ☐ (1) Street address, assessor's parcel number(s), and legal description.
- ☐ (2) Site acreage (net and gross calculations). Include the total number developable and undevelopable lots proposed. Include the area of the site and acreages that is undevelopable per CMC Section 21.53.230 (include the acreage in each category). If not applicable, state so on the plans.
- ☐ (3) Existing land use designation and zoning.
- ☐ (4) Existing and proposed land use activities or classification of lots as to intended residential, commercial, industrial or other uses. If applicable, provide occupancy type and occupancy loads. An occupancy load certification required for assembly uses, restaurants, bars, theaters, gyms, etc.
- ☐ (5) Allowed and proposed density in dwelling units per acre.
- ☐ (6) Number of existing and proposed units, in the following format.

Square Feet (livable area only)	**Number of Units**		
	Proposed	Existing	Net
< 800 SF			
>800 – 1,300 SF			
>1,300 – 2,000 SF			
>2,000 – 2,500 SF			
>2,500 SF			

- ☐ (7) Include total number of inclusionary, density bonus, or otherwise affordable units and to what income category.
- ☐ (8) Total building coverage. Include the area of existing buildings and structures, the area of buildings and structures to be demolished, the areas of addition, the types of proposed construction, and the total overall proposed area and final building square footage.
- ☐ (9) Required and proposed building setbacks.
- ☐ (10) Square footage of required employee eating areas. Square footage provided (interior and exterior eating area).
- ☐ (11) Cubic footage of storage space.

☐ D.10 Provide a climate action summary table with any Climate Action Plan (CAP) compliance reference notes (results from Form P-30 and all required project design features annotated in a table such as energy efficiency measures, water heating measures, Electric Vehicle (EV) measures, and photovoltaic (PV) systems required/provided. Include power (KWdc) of each separate PV system. Total KWdc of all individual systems.

☐ D.11 Provide a parking summary table of vehicle and bicycle parking spaces, items as applicable. Properties that contain more than one use or multiple tenants require a parking matrix. This should include the entire property, not only the proposed use. Include the following data:

- ☐ (1) Names of business or tenants that includes their address or unit number.
- ☐ (2) Existing and proposed uses (restaurant, retail, medical office, non-medical office, residential, industrial, etc.). Gross square footage of each existing/proposed use.
- ☐ (3) Parking ratio requirement.
- ☐ (4) Total parking spaces required (rounded up).
- ☐ (5) Total parking spaces provided – broken down by classification type. For vehicle spaces, the number of spaces designated for compact-sizes, tandem, mechanical lifts, Electric Vehicle (EV) Charging Stations, EV Ready, ADA, residential-permit only, etc. For bicycle spaces, the number

of spaces assigned/reserved for bike racks, lockers, shelters, high-density stacking stations, etc. List references to applicable resolutions, ordinances and/or codes that reduce onsite parking requirements.

☐ D.12 Provide a landscaping and open space summary table of the following items as applicable:
- ☐ (1) Total acreage or square footage and percent of land to be preserved as open space.
- ☐ (2) Total acreage or square footage and percent of land to be improved or common open space areas.
- ☐ (3) Square footage of open or recreational space for each unit of the project.
- ☐ (4) Total acreage or square footage of the rehabilitated landscaping area.
- ☐ (5) Total acreage or square footage of the new landscaping area.
- ☐ (6) Percentage of shade tree planting canopy area over the new parking areas, percentage over the new hardscape areas, and percentage over the new landscaping areas.

☐ D.13 Provide a solid waste and recycling summary table of the following, items as applicable:
- ☐ (1) Provide projections for weekly garbage, recycling, and organics waste volume by type of building or site use, in cubic yards per week.
- ☐ (2) Identify the number of existing/proposed enclosures and sizing to show that there is dedicated storage space to accommodate the anticipated waste/recycling/organics generation rate (based on the total volume per week) so that collection service frequency is no more than three days a week. Alternate volume and enclosure proposals may be provided pursuant to the Trash Enclosure Standards B-76.

☐ D.14 Provide a site conditions summary table of the following, items as applicable:
- ☐ (1) Grading quantities (cut, fill, import, export, and remedial) and the total area of land disturbance in square feet.
- ☐ (2) Preliminary traffic data: Existing and proposed trip generation estimates including Average Daily Traffic, AM Peak Hour, and PM Peak Hour trips generated by the project, broken down by separate uses.
- ☐ (3) Name of the sewer, water and school district providing service to the project.
- ☐ (4) Existing and proposed potable water demands (GPM or GPD) and sewer generation (EDU) resulting from the project.
- ☐ (5) Existing and proposed drainage discharge (CFS).

PART E. Site Plan Information - Completeness Determination Requirements Checklist

☐ E.1 Show and label all exterior site boundaries scaled and dimensioned.

☐ E.2 Show location, dimensions, and layout of all open space areas.
- ☐ (1) Show proposed lot configuration, proposed streets, proposed grading design, and proposed open space areas.
- ☐ (2) Show existing groundcover, shrubs, and trees. Major vegetation, showing size and type, both within the project and offsite for a distance of 100 feet. Identify all existing onsite and offsite trees and indicate those trees to be removed and those that are to be preserved.
- ☐ (4) Number and label each proposed preserved open space area.
- ☐ (5) Indicate natural open space or improved open space, as an open space lot or with “Open Space – Restricted Use Area” delineation.
- ☐ (6) Show and describe the type of improved open space within each improved open space area.

☐ E.3 Show location and dimensions of significant waterways, flood plains, and/or other topographical features.

☐ E.4 Show location and dimensions of railroads.

☐ E.5 Show location and dimensions of all easements (open space, water, sewer, etc.)

☐ E.6 Provide legal description of the exterior boundaries of the subdivision (approximate bearings, distances and curve data).

☐ E.7 Show approximate location and dimensions of existing and proposed buildings, walls, fences, and permanent structures onsite and within 100 feet of site. Indicate extensions of rooflines beyond building walls. Where an addition is proposed to a remodeling or alteration project, the plan must indicate the relationship of the improvement to the existing development with hatching or shading to identify the area of addition.

☐ E.8 Identify each lot or parcel as developable or non-developable. Each lot on a tentative subdivision map must be numbered with Arabic numerals commencing with "1." Each lot on a tentative parcel map must be designed by consecutive letters of the alphabet commencing with "A."

☐ E.9 Identify the proposed gross and net lot area for each proposed lot.

☐ E.10 Plot the setback dimensions for the required front, rear and side yard setbacks for all structures. Indicate with a dashed line the building envelope created by the setback lines.

☐ E.11 Plot the distance between buildings and/or structures.

☐ E.12 Show location and dimensions of existing and proposed ground-mounted mechanical equipment, including but not limited to the Location, dimensions, and layout of ground-mounted Photovoltaic (PV) systems and Electric Vehicle (EV) charging stations and support equipment as required per Ordinance No. CS-437.

☐ E.13 Show location, dimensions, and layout of existing and proposed transformers and pads and dimension clearances near existing and proposed buildings. Transformers must be located out of the public right-of-way and its location must receive approval from SDG&E. Show and label transformer screening pursuant to Ordinance No. CS-437.

☐ E.14 Annotate the internal circulation pattern (walkways and drive aisles) and indicate the type of construction material of the walkways and drive aisles. Also show location and dimensions of all access ways and pathways as required for compliance with Title 24 – State Accessibility Requirements.

☐ E.15 Parking:

- ☐ (1) Show location, dimensions, and layout of off-street parking (vehicular and bicycle), ADA spaces, and loading facilities, and their dimensions.
- ☐ (2) Show location, dimensions, and layout of the proposed on-street parking, where allowed.
- ☐ (3) Indicate location, dimensions, and layout of EV parking spaces/charging stations. Callout EV Charging Stations, EV Capable as required per Ordinance No. CS-437.

☐ E.16 Show and label the 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.

☐ E.17 Show location, dimensions, and layout of existing and proposed trash enclosures or compactors and required design elements as required per Trash Enclosure Standards B-76.

- ☐ (1) Plans depicting the design, materials, size and location of enclosures, and the number, size, type, and placement of bins and containers shall accompany each application submitted.
- ☐ (2) Show and dimension loading area stress pad, truck turnouts, and truck turning radius. If there are any site-specific constraints, apply the city's truck turning template (provided upon request) to show access route and ensure curb returns conform to access requirements.
- ☐ (3) Design layout and design pages for alternative volume and enclosure proposals may be submitted.

☐ E.18 Show location, dimensions, and layout of existing and proposed outdoor use areas, including but not limited to outdoor storage areas, outdoor work areas, mechanical service areas, etc. Provide related wall or fence plan or landscaping planting details intended to screen the area(s) from the public right-of-way, on-site parking areas, or adjacent properties.

☐ E.19 Identify all onsite plan improvements and existing/planned amenities for any required interior and/or exterior employee eating areas, i.e., benches, tables, trash cans, etc.

☐ E.20 Show location, dimensions, layout, and other site details (specific recreation facilities) for all recreation

lots or areas (when applicable).

PART F. Grading Plan - Completeness Determination Requirements Checklist

- ☐ F.1 Show and label limits of grading including limits of remedial grading, if required.
  - ☐ (1) Include limiting dimensions, elevations, and finish contours for all grading work, and proposed drainage channels and related construction.
  - ☐ (2) Location of top and toe of all cuts and fills.
  - ☐ (3) Location of all "daylight" lines.
  - ☐ (4) Legally enforceable authorization for off-site grading and/or improvements on adjacent private property.
- ☐ F.2 Vertical datum must be NGVD 29 for all elevations per City Engineering Standards.
- ☐ F.3 Show and label 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).
- ☐ F.4 Identify earthwork volumes: cut, fill, remedial, import and export.
- ☐ F.5 Provide spot elevations at the corners of each pad.
- ☐ F.6 Identify method of draining each lot. Include a typical cross section taken parallel to the frontage for lots with less than standard frontage.
- ☐ F.7 Show existing/proposed roof downspout locations.
- ☐ F.8 Show location, width and/or size of all watercourses and drainage facilities within and adjacent to the proposed project site; show flowline and top of grade elevations.
- ☐ F.9 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.
- ☐ F.10 Provide detail, location, and size of all post-development Best Management Practices (BMPs) to be used. Show unrestricted access for city staff to all BMPs.
- ☐ F.11 Identify and label the proposed elevation (vertical datum NAVD 88) in relation to sea level of the lowest floor (including basement) of all structures. [For Floodplain Special Use Permit (SUP)].
- ☐ F.12 In FEMA Zone AO or VO show the elevation (vertical datum NAVD 88) of the highest adjacent grade and proposed elevation of the lowest floor of all structures. (For Floodplain Special Use Permit (SUP).)
- ☐ F.13 Identify and label the proposed elevation (vertical datum NAVD 88) in relation to the mean sea level to which any structure will be flood proofed. (For Floodplain Special Use Permit (SUP).)

PART G. Streets and Utilities Plan - Completeness Determination Requirements Checklist

- ☐ G.1 Show the location, dimensions, and name of all streets within and adjacent to the proposed project.
  - ☐ (1) Show existing/proposed street grades and centerline radii and length of all existing and proposed curves. Provide a separate profile for all streets with grades in excess of 7%. Streets should be in conformance with City Engineering Standards.
  - ☐ (2) Show all new public streets and other easements to be dedicated as part of the subdivision. All such streets must be named Street "A" through Street "Z". The proposed width, grades, cross-sections and improvements must be shown, as well as the approximate radii and length of all curves.
  - ☐ (3) Show the name, location and width of existing adjacent streets and alleys. Include medians and adjacent driveway locations.
- ☐ G.2 Provide the typical street cross sections for all streets within and adjacent to the project.

☐ G.3 Show the location, dimensions, layout, and use of all existing and/or proposed public or private easements.

- ☐ (1) Provide recorded easement dedication or Irrevocable Offer of Dedication for proposed offsite public improvements. This information is required for, but not limited to, street right-of-way, sewer and water facilities, slope easements and drainage facilities.

☐ G.4 Provide a transportation network map showing major cross streets, existing and proposed pedestrian and bicycle facilities, and NCTD bus stops within ½ mile of the project site.

☐ G.5 Show location and dimensions of all driveways and parking areas and plot distance between all intersections and driveways. Provide sight distance visibility areas in dashed line, hatching, shading, or other means to clearly identify the area.

☐ G.6 Identify all existing trees within the public right-of-way, including street, parkway, median or other city property. Additionally, label any trees within the above noted areas that are designated as heritage or historic trees.

- ☐ (1) Show limits of disturbance on or within the dripline of any tree within the above noted areas.
- ☐ (2) Indicate those trees within the above noted areas that are to be removed and those that are to be preserved. Permits are required for cutting, trimming, or removal of trees within the above noted areas. Proposed removal or maintenance of any of these trees will require approval per CMC Section 11.12.090 as a condition of project approval. For trees proposed for removal, please show the location of the tree, the reason for the tree's removal, and indicate if the tree is dead, dying, diseased, causing damage to hardscape and/or utilities, or impeding the routing of underground of overhead utilities. Provide a tree replacement plan in accordance with CMC Section 11.12.100.

☐ G.7 Show internal mobility and access for truck turning radii for all parking areas.

- ☐ (1) Show applicable vehicle design detail (templates) for emergency vehicles, passenger vehicles, garbage trucks, or applicable delivery vehicles.
- ☐ (2) Utilize the template to demonstrate the vehicles can exit or enter without encroaching into opposing or adjacent lanes. Turning movements must maintain a minimum 12-inch overhang and wheel clearance from all vertical elements, including curbs, structures, and retaining walls and a minimum 24-inch clearance from all building structures. Garbage trucks must be able to access trash enclosures. Service trucks must be able to access delivery areas. Fire engines must be able to access fire hydrants and building entrances.

☐ G.8 Show access points to adjacent undeveloped lands.

☐ G.9 Show size and location of all existing and proposed street lights and utilities (sewer, water, storm drain, major gas and fuel lines, overhead and underground electric and telephone facilities) within and adjacent to the project.

- ☐ (1) Depict existing and proposed public sanitary sewer, sewer laterals. Indicate which sewer agency will be serving the property. Show proposed sewer cleanout locations.
- ☐ (2) Depict existing and proposed water mains, laterals and indicate size and type. Indicate which water agency will be serving the property. Show proposed water meters and backflow devices and sizes.
- ☐ (3) Include information about the proposed onsite domestic water, fire water, irrigation, and sewer.
- ☐ (4) Include information about the existing and proposed point of connection to existing stormwater structure.
- ☐ (5) Depict existing and proposed gas lines and indication of size and type.
- ☐ (6) Depict existing and proposed electrical, telephone, and cable, TV lines with indication of size and type, and including locations of equipment cabinets, etc. (Transformers must be located out of the public right-of-way.) Callout ground mounted mechanical equipment screening as required per Ordinance No. CS-437.

☐ (7) Note whether utility lines are overhead (pole location) or underground.

☐ G.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. Include flange elevations for proposed hydrants. 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 the developed side of the street if single loaded. Avoid cul-de-sac installations. For installation requirements on public roadways, contact the Carlsbad Fire Department.

PART H. Water Facilities Plan - Determination Completeness Requirements Checklist

☐ H.1 Show average daily and peak hourly potable water demand in gallons per minute (gpm). Provide building type and size (gross square footage), construction type and fire flow demand calculations in gallons per minute (gpm).

☐ H.2 Indicate the required fire flow in gpm and flow duration for the project in coordination with the Fire Department. Show static PSI (field measurement) and residual PSI as determined by a water study (hydraulic modeling). Field measurement of static pressure must be coordinated with the District.

☐ H.3 For all projects requiring a tentative map approval, or if required by the Project Facility Availability Form, submit a water study detailing existing and proposed demands for potable water, fire flow and adherence to design criteria detailed in the most recent version of the District's Potable Water Master Plan. This requirement also applies to any industrial or commercial development proposing more than one water service connection. Water meter sizing criteria must be shown to adhere to District standards.

☐ H.4 Provide a map or diagram showing existing and proposed public onsite 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. (Any approved utility easement granted to the District will require an encroachment agreement within the extent of the easement, as a condition of project approval, indemnifying the District for all costs associated with private improvements.)

☐ H.5 Show a looped potable water distribution pipeline (when more than 19 residences are proposed).

☐ H.6 Show a private fire flow system (constructed as a looped pipeline system for all industrial or commercial development).

☐ H.7 Reference all applicable District standard drawing details for proposed water improvements.

☐ H.8 Provide a water shut down and highline plan, if proposed or requested.

PART I. Recycled Water Facilities Plan - Completeness Determination Requirements Checklist

☐ I.1 Provide a colored recycled water use area map (all areas proposed to be irrigated with recycled water must be clearly indicated on the map in color).

☐ I.2 Identify peak irrigation or industrial water demand in gallons per minute (gpm).

☐ I.3 Identify and plot 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. (Any approved utility easement granted to the District will require an encroachment agreement within the extent of easement, as a condition of approval, indemnifying the District or the city of all costs associated with private improvements.)

NOTE: Reference all applicable District standard drawing details for proposed recycled water improvements.

PART J. Sewer Facilities Plan - Completeness Determination Requirements Checklist

☐ J.1 Identify average dry weather and peak wet weather sewer generation in million gallons per day (mgd).

☐ J.2 For all projects requiring tentative map approval, or if required by the Project Facility Availability Form, submit a sewer study detailing existing and proposed EDUs, average and peak flows as described in the most recent version of the City of Carlsbad Sewer Master Plan, and adherence to design criteria detailed in the most recent version of the City of Carlsbad Design Criteria for Gravity Sewer Lines and Appurtenances. This requirement also applies to any development proposing one or more sewer connections that exceed a combined 6" diameter of private sewer lateral.

☐ J.3 Identify and plot existing and proposed public 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. (Any approved utility easement granted to the city will require an encroachment agreement within the extent of easement, as a condition of approval) indemnifying the city of all costs associated with private improvements.)

☐ J.4 Indicate sewer facility construction phasing or sewer bypass facility layout, if proposed or requested.

NOTE: Reference all applicable City of Carlsbad standard drawing details for proposed sewer improvements. No sewer lift stations or sewer siphons may be proposed unless otherwise agreed to in writing by the appropriate District Engineer.

PART K. Fire Access and Protection Plan - Completeness Determination Requirements Checklist

☐ K.1 Provide a dedicated plan and drawing showing fire access lanes/roads within and adjacent to the project site in accordance with the city's Guidelines for Fire Department Access and Water Requirements.

- ☐ (1) Show proposed traffic patterns of driveways on site plan (i.e., one- or two-way operation), identifying all physical barriers to vehicular access including gates, bollards, landscaping, etc. Identify and label all security gates and show if they are equipped with electronic control devices and override. Identify and label all bollards, when used to limit access to the roadway, and if they are moveable, fold-over, hydraulic, lift-out, or knocked down types are not allowed.
- ☐ (2) Show all driveway dimensions, grades, turn radii and design specifications; include materials, bearing load capacity etc. (T-section, hammerhead, cul-de-sac, etc.)

- ☐ (3) Show circulation and vehicle templates for fire truck apparatus.
- ☐ (4) Show dimensions of vertical clearance of all overhead obstructions (i.e., tree limbs, overhangs, canopies, etc.)
- ☐ (5) Hose pull can be measured from multiple locations within the access road/lane. Show that the hose pulls connect or overlap to provide complete coverage.
- ☐ (6) Label the fire access roads as "all weather" delineation, with an asphalt, concrete, or other approved driving surface capable of supporting the imposed load of fire apparatus weighing at least 72,000 pounds or as otherwise determined by the Fire Code official. Alternative paving materials such as "Grass Crete," turf block, or similar-type materials may be used for emergency vehicle access (EVA) under certain conditions.
- ☐ (7) Label secondary fire access road as "secondary" delineation. Provide location, dimensions, and layout of all turnouts that support emergency access/evacuation.
- ☐ (8) Label and identify length for dead-end roads.

☐ K.2 Provide water supply information including all demands on the water system and hydraulic reference points to those demands. Identify and label all existing and proposed fire hydrants. All fire demands must be noted and highlighted.

☐ K.3 Identify and show access to recuse windows, balconies, and the building roof must be considered as part of the mature landscape design.

☐ K.4 For properties that are bounded by hazardous vegetation and/or within an area adjacent to a Very High Fire Hazard Zone, show fire suppression areas/fuel modification zones.

☐ K.5 For properties that are bounded by hazardous vegetation and/or within an area adjacent to a Very High Fire Hazard Zone, provide a fire protection plan and evacuation plan and show all project design features that minimize risk or hazard.

- ☐ (1) Provide project site risk analysis (topography, existing and proposed land use(s), vegetation dynamics, and climate.
- ☐ (2) Provide anticipated fire behavior modeling (such as FlamMap and FARSITE analysis).
- ☐ (3) Estimate calls and demand for service analysis and emergency response and service travel time coverage.
- ☐ (5) Identify and show evacuation route and time estimate analysis.

PART L. Constraints Plan - Completeness Determination Requirements Checklist

☐ L.1 Identify and show major ridge lines.

☐ L.2 Identify and show riparian or woodlands.

☐ L.3 Identify and show intermittent drainage course.

☐ L.4 Identify and show 25 - 40% slopes.

☐ L.5 Identify and show greater than 40% slopes.

☐ L.6 Identify and show major rock outcroppings.

☐ L.7 Identify and show easements.

☐ L.8 Identify and show floodways.

☐ L.9 Identify and show archaeological sites. (Do not identify location. List in map legend if present.)

☐ L.10 Identify and show special planning areas - Type of special planning area.

☐ L.11 Identify and show 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.12 Identify and show beaches.

☐ L.13 Identify and show permanent bodies of water.

☐ L.14 Identify and show wetlands.

☐ L.15 Identify and show land subject to major power transmission easements.

☐ L.16 Identify and show railroad track beds.

☐ L.17 Identify and show sensitive species and habitats on project site and within 100 feet of the project site. Show biological buffers and fire suppression areas/fuel modification zones.

PART M. Building Elevations, Roof Plans, and Floor Plans - Completeness Determination Requirements Checklist

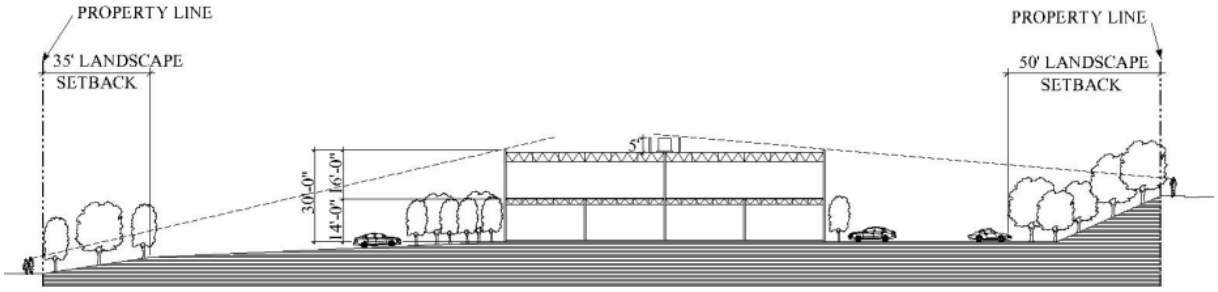
☐ M.1 Each building elevation plan must include the following information:

- ☐ (1) Location and dimensions of all elevations of existing and proposed buildings, including door treatment, windows, signs, and exterior lights. Add noted or details sufficient to define all design features, including dimensions/sizes of elements. Renderings should convey building materials, colors, and textures as well as building fenestration and articulation.
- ☐ (2) If exterior of existing building is to be changed, show existing and proposed elevations. Landscaping must not block rendering of building elevations.
- ☐ (3) Existing exterior grade and proposed finished exterior grade.
- ☐ (4) Height on all building elevations. Indicate on all building elevations, compliance with Carlsbad Building Height definition (CMC Section 21.04.065).
- ☐ (5) Typical building sections showing wall, eaves, roof height, roof treatment and indication of pitch, and roof mounted equipment (a roof plan may be required to show such equipment and required screening).
- ☐ (6) Location and dimension any exterior, wall mounted mechanical equipment and appropriate screening pursuant to Ordinance No. CS-437.
- ☐ (7) Ceiling height or the height of the underside of the roof in any building areas intended for storage uses.
- ☐ (8) Documentation demonstrating compliance with City Council Policy 44 – Neighborhood Architectural Design Guidelines (if applicable).
- ☐ (9) Documentation demonstrating compliance with City Council Policy 66 – Livable Neighborhoods (if applicable).
- ☐ (10) Material and color examples. Provide digital access cut-sheets, product descriptions, photos, or other references to illustrate the physical qualities of exterior materials and finishes of the project. (An optional item is color display board. Refer to checklist item no. A.18.)

☐ M.2 Each building roof plan must include the following information:

- ☐ (1) Provide form and configuration of roof such as location of ridges, hips, valleys, parapets, decks, etc.
- ☐ (2) Location and dimensions of existing and proposed roof pitch, direction and slope of roof pitch/drainage (drainage inlet and downspout locations).
- ☐ (3) Location and dimensions of eaves and other roof projections and outline of building footprint below.
- ☐ (4) Location and dimensions of stairways or other access provisions (roof access hatches, roof routes and access ways, and safety guard rails).
- ☐ (5) Location, dimensions, and label Photovoltaic (PV) systems as required per Ordinance No. CS-437. Show locations for roof mounted systems and include power (KWdc) of each separate PV system. Total KWdc of all individual systems must match total on project summary table.
- ☐ (6) Location and dimensions of all roof decks, roof top equipment, appurtenances, including those required by the applicable building, plumbing, electrical and mechanical codes such as 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.)

☐(7) Location, dimensions, and layout of all screening, including those required by the mechanical code pursuant to Ordinance No. CS-437. Rooftop equipment must 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 building roof plans with horizontal exhibits demonstrating the effectiveness of the screening. An example of screen material display exhibit is provided below.



☐M.3 Each building floor plan must include the following information:

☐(1) Square footage included for each floor of a building with dimensions as appropriate. For projects with different uses, label all distinct uses.

☐(2) Location and label all doors, windows, and other openings.

☐(3) Location of emergency circulation (i.e., fire escape routes). ADA path-of-travel must also be provided.

☐(4) Additional floor plan callouts may be needed (plans drawn at a larger scale) for dwelling units, guestrooms, or any area of special significance or notable complexity as appropriate.

☐(5) Location and size of required storage areas.

☐(6) California Building Code occupancy classifications of all building areas.

☐(7) Type of construction per California Building Code.

☐(8) 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.

☐M.4 Additional detail pages are required to illustrate design for detached garages, trash enclosures, utility buildings, and other accessory buildings.

NOTE: Rendered contextual perspective drawings may be required prior to scheduling the project for a public hearing/meeting. Contextual perspective drawings provide four, colored, perspective drawings from four distinct vantage points. Perspective drawings must be three-dimensional, rendered, and contextual to show building materials, massing, and character. These drawings should be contextual in that they include the surrounding buildings and landscapes to provide scale and context. Proposed, existing and off-site buildings should be clearly differentiated. Perspective vantage points should be clearly labeled on an included plan drawing.

PART N. Lighting Plan - Completeness Determination Requirements Checklist

☐ N.1 Provide a dedicated lighting plan that indicate exterior lighting standards and devices. Information provided must be adequate to review for possible hazards and disturbances to the public and adjacent properties. Fixture cuts from the manufacturer must be provided for all fixtures proposed which describes lighting type, dimensions, materials, and colors.

☐ N.2 Identify and show sensitive species and habitats on project site and within 100 feet of the project site. Photometric study to identify location and intensity of light spill in biological buffers.

NOTE: A photometric study may be required to identify the location and intensity of light spill on adjacent properties.

PART O. Specific Project Requirements Information

☐ O.1. **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 CMC Section 21.42.140B.165 for details.

All proposed WCFs must 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 must 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 Parts D and E 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**.

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.

☐ O.2. **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 CMC Section 21.110.150(4) of the Municipal Code signed and sealed by a registered Civil Engineer or other appropriately licensed professional.

☐ O.3. **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 must make a Preliminary Review (Pre-filing) submittal.
2. Projects within the Commercial/Visitor-Serving Overlay Zone must submit a proposed sign program as part of this application. The program must be provided as separate exhibits and should include the following information: proposed sign location, dimensions, area, materials, sign copy and colors.

☐ O.4. **Drive-In or Drive-Through Services (Primary or Accessory):**

1. Prepare a technical memorandum and traffic circulation layout plan to meet the city's traffic and circulation requirements, to include the following.
    - ☐ (1) Analyze existing conditions and identify all relevant land use data for adjacent businesses, as well as information on recent and expected development projects, including gross square footage of buildings, use and intensity, and hours of operation.
    - ☐ (2) Describe any shared parking provisions or spaces that may be used jointly with other uses, the hours of operation of the other uses, and show and outline the area in which you as a tenant are allowed to park and explain who is responsible (the tenant or landlord) for parking space disputes.
    - ☐ (3) Provide the hours of operation and reports or field surveys to establish the peak period queuing demand of the proposed drive-in or drive-through facility. Analyze the anticipated utilization rates and patterns to assess stacking requirements.
    - ☐ (4) Describe how the layout of the drive-in or drive-through facility takes in account the queueing demand and characteristics of the facility that is being designed.
    - ☐ (5) Discuss how the proposed project provides adequate alternative runaround access for vehicles not in a drive-in or drive-through queue. Describe how service and fire and emergency access provisions in relationship queuing areas are to be maintained using circulation and vehicle templates for fire truck apparatus.
    - ☐ (6) Describe what measures have been added to the plans to form an onsite circulation system that minimizes conflicts at all points of pedestrian access to onsite parking and building entrances.
2. In addition to, and contained within, the applicable components in the Required Plans in Part E above, the applicant must provide the location, width and/or size of the drive-in or drive-through aisle(s) and queuing areas that incorporates the full recommendations of the traffic circulation layout plan:
    - ☐ (1) Identify the location and dimensions of each drive-through entrance/exit.
    - ☐ (2) Identify the location of all queuing areas. Label and measure the queuing space of all existing and proposed service points (drive-up windows, remote tellers/kiosks, etc.). The drive-in or drive-through lane and queuing templated must show how vehicle stacking will be situated behind each service point and behind the ordering vehicle at each location.
    - ☐ (3) Provide signing and striping and show how it is incorporated into the design of the parking area which conveys proper use of the drive-in or drive-through lane.
    - ☐ (4) Identify turning radii, interior radius at curves, and queuing area or lane width.
    - ☐ (5) Provide landscape island radius.
    - ☐ (6) Show treatment of access points-curb cuts and/or drive pads and other site design treatments to

show how the drive-in or drive-through lane is to be separated from the circulation routes necessary for ingress or egress from the property, or access to a parking space. Show the layout relationship between parking stalls and aisle widths for both large and small car parking areas. This is necessary to ensure that vehicles are able to separately pull in and out of the street, access the drive-through lane, and navigate parking aisles and parking spaces without interference from the drive-in or drive-through queuing area.

3. Show location, width and/or size the following in all related application materials (ref. Part M for building elevations): drive-up windows, drive-through roof and canopy overhangs and related height clearances, and remote tellers/kiosks.
4. If speaker systems or remote tellers/kiosks are proposed provide a noise analysis and sound attenuation of each system or unit that are audible above daytime and nighttime ambient levels.

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 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 without public noticing.*