# MINOR COASTAL DEVELOPMENT PERMIT/ SINGLE FAMILY RESIDENCE APPLICATION P-6

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

**A proposed project requiring application submittal must be submitted by appointment*. Please call 442-339-2600 to make an appointment.**
***SAME DAY APPOINTMENTS ARE NOT AVAILABLE**

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

## I. GENERAL BACKGROUND

### A. Estimated Cost of Development:

Development costing $60,000 or more does not qualify as a Minor Coastal Development Permit. The City Planner shall make the final determination regarding a project's cost of development.

The primary basis for determining cost of development will be the application of dollar costs per square foot for different types of residential construction. These costs are set by the International Conference of Building Officials (ICBO) and are applied throughout San Diego County.

Please complete the following information to assist in the determination of this project's cost of development *(Contractor proposals may also be submitted for consideration by the City Planner). Please refer to the current fee schedule for the appropriate $/square foot fee rate.*

⇒ **New** Residential Square Footage:
_____ square feet x $_____/sq. ft. = $_____

⇒ Residential **Addition** Square Footage:
_____ square feet x $_____/sq. ft. = $_____

⇒ Any **Garage** Square Footage:
_____ square feet x $_____/sq. ft. = $_____

⇒ Residential **Conversion** Square Footage:
_____ square feet x $_____/sq. ft. = $_____

⇒ Please contact the City of Carlsbad Building Division for current fee rate for Non-Residential uses (i.e. Retail/Store; Restaurants; Office; and Manufacturing/Warehouse uses.)
_____ square feet x $_____/sq. ft. = $_____

**COST OF DEVELOPMENT ESTIMATE**: $_____

### B. Do you wish to apply for:

1. A Minor Coastal Development Permit (Under $60,000 cost estimate) ☐
2. A Coastal Development Permit ($60,000 or more cost estimate) ☐

### C. Street address of proposed development

_____

**D. Assessor's Parcel Number of proposed development**

_____

**E. Development Description:**

Briefly describe project: _____

_____

_____

_____

**F. Describe the present land uses (i.e. vacant land, single family homes, apartments, offices, etc.) that surround the proposed development to the:**

North: _____

South: _____

East: _____

West: _____

**G. Is project located within a 100-year flood plain?** ☐ Yes ☐ No

## II. PRESENT USE OF PROPERTY

**A. Are there existing structures on the property?** ☐ Yes ☐ No
If yes, please describe.

_____

_____

**B. Will any existing structure be removed/demolished?** ☐ Yes ☐ No

If yes to either question, describe the extent of the demolition or removal, including the relocation site, if applicable (also show on plans).

_____

## III. LOT COVERAGE

**A. Existing and Proposed**

| | Existing | Proposed | Total | |
|---|---|---|---|---|
| Building Coverage | _____ sq. ft. | _____ sq. ft. | _____ sq. ft. | _____ % |
| Landscaped Area | _____ sq. ft. | _____ sq. ft. | _____ sq. ft. | _____ % |
| Hardscape Area | _____ sq. ft. | _____ sq. ft. | _____ sq. ft. | _____ % |
| Unimproved Area (Left Natural) | _____ sq. ft. | _____ sq. ft. | _____ sq. ft. | _____ % |

**B. Parking:**

Number of existing spaces _____

Number of new spaces proposed _____

Existing/Proposed TOTAL: _____

Number of total spaces required _____

Number of covered spaces _____

Number of uncovered spaces _____

Number of standard spaces _____

Number of compact spaces _____

Is tandem parking existing? ☐ Yes #____ ☐ No

Is tandem parking proposed? ☐ Yes #____ ☐ No

**C. Grade Alteration:**

Is any grading proposed? ☐ Yes ☐ No

If yes, please complete the following:

1. Amount of cut _____ cu. yds.
2. Amount of fill _____ cu. yds.
3. Maximum height of fill slope _____ feet
4. Maximum height of cut slope _____ feet
5. Amount of import or export _____ cu. yds.
6. Location of borrow or disposal site _____

The following materials shall be submitted for each single family residence/minor coastal development permit application.

**If you have any questions regarding application submittal requirements (i.e., clarification regarding a specific requirement or whether all requirements are necessary for your particular application) please call (442) 339-4610.**

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

**A**. **SITE PLAN** – Four (4) copies for a Minor Coastal Development Permit, four (4) copies for a Single Family Coastal Development Permit on 24" x 36" sheet(s). Five (5) copies if landscape review is required. Each site plan shall contain the following information:

**1. GENERAL INFORMATION**

☐a. Name, address, and phone number of registered civil engineer, licensed surveyor, landscape architect or land planner who prepared the maps/plans.
☐b. Location, size and use of all easements.
☐c. Dimensions and locations of: access, both pedestrian and vehicular, showing service areas and points on ingress and egress, off-street parking and loading areas showing location, number and typical dimension of spaces, and wheel stops.
☐d. Distance between buildings and/or structures.
☐e. Building setbacks (front, rear and sides).
☐f. Location, height and materials of walls and fences.
☐g. Dimensions/location of ground-mounted signs.
☐h. Indicate location and layout of Photovoltaic (PV) systems as required per Ordinance No. CS-347. Show locations for roof mounted and ground mounted systems and include power (KWdc) of each separate PV system.
☐i. Indicate location and layout of Electric Vehicle parking spaces/charging stations. Callout EV Charging Stations, EV Ready, EV Capable as required per CMC Title 18.21.120-150.
☐j. Indicate method (PV-heat pump, solar) that satisfies hot water heating requirements per Ordinance No. CS-347.
☐k. A summary table of the following (if applicable to the application):
- ☐(1) Street address and assessor's parcel number.
- ☐(2) Site acreage.
- ☐(3) Existing Land Use Designation and Zoning.
- ☐(4) Proposed land use.
- ☐(5) Total building coverage (in square feet and as a percent).
- ☐(6) Percent of site to be landscaped.
- ☐(7) Number of parking spaces required/provided.
- ☐(8) Square Footage of open or recreational space (if applicable).
- ☐(9) Cubic footage of storage space (if applicable).
- ☐(10) Climate Action Plan (CAP) Compliance (results from Section II.D below)
  - (a) Consistent with existing General Plan Land Use and Zoning - yes/no
    - i. GHG Study required? - yes/no
  - (b) Energy Efficiency requirement - yes/no
  - (c) Photovoltaic requirement - yes/no
    - i. _____KW-dc roof mounted
    - ii. _____KW-dc ground mounted
    - iii. _____KW-dc total project
  - (d) Electric Vehicle Charging requirement yes/no
    - i. _____# EV Chargers
    - ii. _____# EV Ready
    - iii. _____# EV Capable
  - (e) Hot Water Heating requirement yes/no
  - (f) Traffic Demand Management Required yes/no

☐ l. All applicable Fire Suppression Zones as required by the City's Landscape Manual.

**B. GRADING AND DRAINAGE PLANS:** Grading and drainage plans must be included with this application. In certain areas, an engineering geology report must also be included. Please consult the Planning Division and Land Development Engineering Division representatives for a determination on any grading plan geotechnical requirements if the project is in an overlay zone. The following information shall be submitted at a minimum:

☐ 1. 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).
☐ 2. Earthwork volumes: cut, fill, import and export.
☐ 3. Spot elevations at the corners of each pad.
☐ 4. Method of draining each lot. Include a typical cross section taken parallel to the frontage for lots with less than standard frontage.
☐ 5. Location, width and/or size of all watercourses and drainage facilities within and adjacent to the proposed subdivision; show location and approximate size of any proposed detention/retention basins.
☐ 6. Clearly show and label the 100 year flood line for the before and after conditions for any project which is within or adjacent to a FEMA flood plain.

**C. BUILDING ELEVATIONS AND FLOOR PLANS** – Four (4) copies for a Minor Coastal Development Permit and four (4) copies a Single Family Coastal Development Permit prepared on 24" x 36" sheet(s). Each building elevation and floor plan shall include the following information:

☐ 1. Location and size of storage areas.
☐ 2. All buildings, structures, wall and/or fences, signs and exterior lights.
☐ 3. Existing and proposed construction.
☐ 4. Provide documentation demonstrating compliance with City Council Policy 44 – Neighborhood Architectural Design Guidelines (if applicable).
☐ 5. Building Heights of all structures (top of roof and top of roof projections)

**D. CONCEPTUAL LANDSCAPE PLANS** – Five (5) copies of the site plan shall be submitted if applicable. To determine if a landscape plan is required, consult *Chapter 1 – Applicability* in the Landscape Manual.

**COLORED SITE PLAN AND ELEVATION PLAN** – Not required with first submittal. It is the Applicant's responsibility to bring one (1) copy of a colored site plan and one (1) set of colored elevations to the Planning Division **by 12:00 noon, eight (8) days prior to the Planning Commission meeting. Do not mount exhibits.**

## II. REQUIRED DOCUMENTS AND SUBMITTAL ITEMS

☐ A. A completed Land Use Review Application Form.
☐ B. Completed Coastal Development Permit Application.
☐ C. Environmental Impact Assessment Part 1 with Coastal Development Permits. Check with Planning staff regarding Minor Coastal Development Permits and Single Family Coastal Development Permits for any environmental review requirements.
☐ D. Climate Action Plan (CAP) Checklist – See form P-30 – Complete form to demonstrate project compliance with the CAP. Applicable measures identified in checklist must be incorporated into project design features and data incorporated into the Summary Table.
☐ E. Disclosure Statement.
☐ F. Two (2) copies of the Preliminary Title Report (current within the last six (6) months).
☐ G. Completed "Project Description/Explanation" sheet.

☐H. Two copies of a completed and signed "Storm Water Standards Questionnaire" (form E-34). This form can be found on the City's website. (Distribute copy to Land Development Engineering).

☐I. If, when completing the Storm Water Standards Questionnaire, the project is subject to "**Standard Project**," requirements, submit a completed and signed "Standard Project Requirement Checklist" (form E-36) in accordance with the City BMP Design Manual per the City of Carlsbad Engineering Standards, latest version.

☐J. If, when completing the Storm Water Standards Questionnaire, the project is defined as a "**Priority Development Project**," submit a preliminary Storm Water Quality Management Plan (SWQMP) prepared in accordance with the City BMP Design Manual per the City of Carlsbad Engineering Standards, latest version. Refer to the city's SWQMP template (form E-35).

☐K. Property Owner's List and Addressed Labels:

**Minor Coastal Development Permit – required with application submittal**

1. A typewritten list of the names and addresses of all property owners within a 100' radius of the subject property (including the applicant and/or owner), all occupants within a 100' radius of the subject property, and any applicable Homeowners/Property Owners Association (HOA/POA). The list shall include the San Diego County Assessor's parcel number from the latest assessment rolls.

2. Two (2) separate sets of mailing labels of the property owners within a 100' radius of the subject property, all occupants within a 100' radius and the applicable HOA/POA. The list **must** be typed in all CAPITAL LETTERS, left justified, void of punctuation. For any address other than single-family residence, an apartment, suite or building number must be included **on a separate line - DO NOT** include it on the street address line. **DO NOT TYPE ASSESSOR'S PARCEL NUMBER ON LABELS. DO NOT** provide addressed envelopes - **PROVIDE LABELS ONLY**.

   Sample labels are as follows:

| | | |
|---|---|---|
| **UNACCEPTABLE**<br>Occupant<br>123 Magnolia Ave., Apt. #3<br>Carlsbad, CA 92008 | **UNACCEPTABLE**<br>Occupant<br>123 Magnolia Ave.<br>Apt. #3<br>Carlsbad, CA 92008 | **ACCEPTABLE**<br>OCCUPANT<br>APT 3<br>123 MAGNOLIA AVE<br>CARLSBAD CA 92008 |
| **UNACCEPTABLE**<br>Mrs. Jane Smith<br>123 Magnolia Ave., Apt. #3<br>Carlsbad, CA 92008 | **UNACCEPTABLE**<br>Mrs. Jane Smith<br>123 Magnolia Ave.<br>Apt. #3<br>Carlsbad, CA 92008 | **ACCEPTABLE**<br>MRS. JANE SMITH<br>APT 3<br>123 MAGNOLIA AVE<br>CARLSBAD CA 92008 |

3. **100' Radius Map**: A map to scale not less than 1"=200' showing each lot within 100' of exterior boundaries of the subject property. Each of these lots shall be consecutively numbered and correspond with the property owners list. The scale of the map may be reduced to a scale acceptable to the City Planner if the required scale is impractical.

**Coastal Development Permit – Single-Family Residence/Appealable Area -** When the application is tentatively scheduled to be heard by the decision-making body, the project planner will contact the applicant and advise him to submit the **radius map, two sets of the property owners list and labels. The applicant shall be required to sign a statement certifying that the information provided represents the latest equalized assessment rolls from the San Diego County Assessor's Office**. The project will not go forward until this information is received.

1. A typewritten list of the names and addresses of all property owners within a 600' radius of the subject property (including the applicant and/or owner), all occupants within a 100' radius of the subject property, and the applicable Homeowners Association (HOA). The list shall include the San Diego County Assessor's parcel number from the latest assessment rolls.

2. Two (2) separate sets of mailing labels of the property owners within a 600' radius of the subject property, all occupants within a 100' radius and the applicable HOA. The list **must** be typed in all CAPITAL LETTERS, left justified, void of punctuation. For any address other than single-family residence, an apartment, suite or building number must be included **on a separate line**. **DO NOT** include it on the street address line. **DO NOT TYPE ASSESSOR'S PARCEL NUMBER ON LABELS. DO NOT** provide addressed envelopes - **PROVIDE LABELS ONLY**. Acceptable fonts are:

   Arial 10, Enterprise TM or Courier NEW (TT) no larger than 11 pt. Sample labels are as follows:

| **UNACCEPTABLE** | **UNACCEPTABLE** | **ACCEPTABLE** |
|---|---|---|
| Occupant<br>123 Magnolia Ave., Apt. #3<br>Carlsbad, CA 92008 | Occupant<br>123 Magnolia Ave.<br>Apt. #3<br>Carlsbad, CA 92008 | OCCUPANT<br>APT 3<br>123 MAGNOLIA AVE<br>CARLSBAD CA 92008 |
| **UNACCEPTABLE** | **UNACCEPTABLE** | **ACCEPTABLE** |
| Mrs. Jane Smith<br>123 Magnolia Ave., Apt. #3<br>Carlsbad, CA 92008 | Mrs. Jane Smith<br>123 Magnolia Ave.<br>Apt. #3<br>Carlsbad, CA 92008 | MRS. JANE SMITH<br>APT 3<br>123 MAGNOLIA AVE<br>CARLSBAD CA 92008 |

3. **600' Radius Map**: A map to scale not less than 1"=200' showing each lot within 600' of exterior boundaries of the subject property. Each of these lots shall be consecutively numbered and correspond with the property owners list. The scale of the map may be reduced to a scale acceptable to the City Planner if the required scale is impractical.