



CITY OF ESCONDIDO
Planning Division
201 North Broadway
Escondido, CA 92025-2798
(760) 839-4671
Fax: (760) 839-4313

FOR INTERNAL USE ONLY	
Case No.:	_____
<input type="checkbox"/> Major	<input type="checkbox"/> Minor
Date Received:	_____
Fee:	_____
Receipt No.:	_____
Rec'd By:	_____
Related Cases:	_____

PLOT PLAN APPLICATION

APPLICANT/CONTACT PERSON

Name (Print): _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 Fax: _____
 E-mail: _____
 Signature: _____

OWNER (If multiple owners/addresses, attach additional sheets as necessary.)

Name (Print): _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 Fax: _____
 E-mail: _____
 Signature: _____
 (authorizing applicant to submit application)

SITE INFORMATION

Address: _____
 Assessor Parcel No.: _____
 Property Size: _____
 Building Size: Existing: _____
 Proposed: _____
 General Plan Designation: _____
 Tier/Neighborhood: _____
 Zone: _____
 Overlay Zone: _____
 Environmental Status: _____

ARCHITECT/ENGINEER

Name (Print): _____
 Firm: _____
 Address: _____
 City State, Zip: _____
 Phone: _____
 Fax: _____
 E-mail: _____
 Registration/License No.: _____
 Signature: _____

Project Description and Intended Uses: _____

PLOT PLAN REVIEW

The Plot Plan Review process is required for all buildings or developments containing two or more dwelling units, all office, commercial and industrial developments (regardless of size) and for changes of use which would require additional off-street parking. Plot Plan Review is not required for residential development created by a Planned Development or Residential Subdivision of single-family lots.

A Plot Plan application shall be submitted to the Director of Community Development through the Planning Division. Prior to submittal of a Plot Plan application, a pre-application meeting with a member of the Planning staff will be necessary in order to answer any questions and to ensure that the application will be completed as required. Appointments for a pre-application meeting can be scheduled by contacting the Planning Division at (760) 839-4671.

Submittal Requirements

1. Completed and signed [application form](#).
2. Copy of Grant Deed.
3. Copy of a current Preliminary Title Report, including complete legal description (within the last six months).
4. Ten (10) copies each of the site plan, floor plans, building elevations, roof plans and landscape plans for the proposed development. Plans are to be drawn on 24" x 36" paper (maximum size), collated into sets and folded to 8½" x 11". **Plans for nonexempt structures shall be prepared by, or under the supervision of, a licensed design professional.**

The site plan shall be drawn to scale and should include:

- a. North arrow, graphic bar scale and project site address.
- b. Description, type of development, the name of the owner or developer, lot area, lot coverage (in square footage and percent), number of dwelling units (if a residential project), and a description (1-bedroom, 2-bedroom, etc.) and the existing zoning of the property.
- c. Exterior boundaries of subject property with property dimensions and bearings.
- d. Location and dimensions of existing and proposed structures (note whether to remain or to be removed and the type and use).
- e. Location, design, and dimensions of proposed parking facilities, landscaping, driveways, and open spaces, including:
 - (1) A "typical" parking space dimensioned for standard, handicapped and compact, as applicable.
 - (2) Numbering of all parking spaces numbered and total number of spaces noted.
 - (3) Ingress and egress to include all private drives.
 - (4) Dimensions of all driveways, back-ups, turn-around areas, setbacks.
 - (5) Dimension width of planter and landscape areas.
 - (6) Loading facilities (docks or striped areas reserved for loading/unloading).

- (7) Lighting locations (note if bollards or light standards, and note height).
- (8) Trash collection stations, size, access and dimensions of driveways.
- f. Location and dimensions of existing and future streets and rights-of-way and existing and proposed improvements, including (but not limited to):
 - (1) Rights-of-way.
 - (2) Distance from property line to centerline of the right-of-way.
 - (3) Street and alley widths.
 - (4) Intersections.
 - (5) Size and location of existing and proposed sidewalks and curb cuts.
 - (6) Proposed street widening.
 - (7) Proposed intersection radii (25 feet generally in all zones).
 - (8) Existing and proposed easements; type, location and dimensions.
 - (9) Existing and proposed fire hydrants on-site and within 300 feet of the perimeter of the property.
- g. Dimensions of setbacks and building separations.
- h. Location and dimensions of existing and proposed exterior doors, entryways, walkways, balconies, stairways, roof eaves, etc.
- i. Location, height, and type of fencing or walls, note whether existing or proposed.
- j. Open space calculations as defined by the appropriate residential category.
- k. Street cross-sections.
- l. Location map, including surrounding area and subject property cross-hatched or shaded, distance to centerline of nearest cross street indicated.
- m. Location of natural drainage course, areas subject to inundation and drainage easements.
- n. Existing topography and proposed grading, if other than flat (if entire site is less than 10% slope, a note to that affect, by a licensed engineer or surveyor, may be added to the plans).

Floor plans (where applicable) should include:

- a. Square footage and dimensions of each room (suite), floor and total square footage of building.
- b. Type and use of rooms (suites) and buildings.

Exterior elevations should include:

- a. Details for north, south, east and west sides of structures (avoid right, left, front, rear).
- b. Height of each building (in feet and stories).
- c. Locations and dimensions of doors, windows, architectural detailing, chimneys, mechanical equipment (and screening), etc.
- d. Types and colors of materials proposed.
- e. One set (colored) presentation elevations indicating texture of materials and shadow patterns.

Landscaping is intended to achieve architectural enhancement, an attractive living environment, visual screening of parking areas and unsightly objects, buffering of residential areas from commercial and industrial areas, streetscape enhancement, and control of soil erosion. **Note:** Refer to [Article 62](#) of the Zoning Code for Landscaping requirements.

Landscape plan should include:

- a. North arrow, graphic bar scale, and project site address.
 - b. Name, address, and phone number of the person or firm who prepared the plans.
 - c. Clear indication of trees, shrubs, lawn and paving areas.
 - d. The container size, type, amount and location of all plant materials and a proposed plant pallet, including both botanical and common names.
 - e. Specification of the size and type of all existing trees designating removal, retention or relocation on site.
 - f. Type and dimensions of all hardscape material, outdoor furniture, garden walls, and fencing.
 - g. Slope planting for all slopes in excess of three vertical feet.
 - h. Street trees, selected from the approved Street Tree list and planted at the ratio designated in the City's landscape standards.
5. Photographs of the site and the adjacent properties, within 100 feet, mounted on 8 1/2" x 11" paper and labeled.
 6. Comprehensive Sign Program (for multi-tenant commercial and industrial projects).
 7. Colors and materials board (for new construction and remodeling projects).
 8. Hazardous Waste Disclosure Statement ([see attached](#)).
 9. SDG&E notification form ([see attached](#)).
 10. For residential projects, project service availability letters from the school districts.
 11. [Fees](#).
 12. Standard Urban Storm Water applicability form ([see attached](#))
 13. Storm Water Urban Runoff Management Program ([see attached](#))

Procedure

Once the application is submitted, the Planning staff will review the information for completeness. The application will be routed to other City departments and to outside agencies as necessary. Once comments are received, staff will notify the applicant in writing if corrections to the plans are required. An [Initial Study](#) shall be processed in conformance with the California Environmental Quality Act (CEQA) unless the project is Categorically Exempt. A determination shall be made whether an Environmental Impact Report, Negative Declaration or Statement of Exemption is required. The appropriate document shall be prepared (at the owner's expense) and circulated for public review in accordance with CEQA requirements, prior to approval of the project.

After the staff's analysis is complete, the project will be placed on the next available agenda for review by the Design Review Board (DRB). The DRB will review the request and will make a recommendation to approve or deny the request and may recommend conditions.

Once the project conforms to all applicable requirements of the General Plan, Zoning Code, CEQA and the Design Review Board recommendations, to the satisfaction of the Planning Division, a "Conditional Letter of Approval" will be issued by the Planning Division. The applicant must sign and return the letter, thereby agreeing to the conditions of approval. The applicant will then have one year in which to fulfill all of the conditions and to obtain all necessary permits.

Signatures. Applicant and property owner signature lines must be signed, even if the applicant and property owner are the same. The signature of the architect and/or engineer is also required if drawings are submitted by professional architects and/or engineers.

Applicant

As part of this application the applicant hereby agrees to defend, indemnify and hold harmless the City of Escondido, its Council, boards and commissions, officers, employees, volunteers, and agents from any claim, action, or proceeding against the City of Escondido, its Council, boards and commissions, officers, employees, volunteers and agents, to attack, set aside, void or annul an approval of the application or related decision, including environmental documents, or to challenge a denial of the application or related decisions. This indemnification shall include, but not be limited to, damages awarded against the City, if any, costs of suit, attorneys' fees, and other expenses incurred in connection with such claim, action, causes of action, suit or proceeding whether incurred by applicant, City, and/or the parties initiating or bringing such proceeding. The applicant shall indemnify the City for all of City's costs, attorneys' fees, and damages which City incurs in enforcing the indemnification provisions set forth herein. The applicant shall pay to the City upon demand any amount owed to the City pursuant to the indemnification requirements prescribed.

By signing below, I hereby certify that the application I am submitting, including all additional required information, is complete and accurate to the best of my knowledge. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper by the City of Escondido.

Applicant: _____ Date: _____

Property Owner

By signing below, I hereby certify under penalty of perjury, that I am the owner of record of the property described herein and that I consent to the action requested herein. All other owners, lenders or other affected parties on the title to the property have been notified of the filing of this application. Further, I hereby authorize City of Escondido employees and officers to enter upon the subject property, as necessary to inspect the premises and process this application.

In order to facilitate the public review process, the City requires that property owners agree to allow any plans or drawings submitted as part of the application to be copied for members of the public. Property owner(s) hereby agree to allow the City to copy the plans or drawings for the limited purpose of facilitating the public review process.

Property Owner: _____ Date: _____

Architect/Engineer

In order to facilitate the public review process, the City requires that architects and engineers agree to allow any plans, drawings, studies or reports submitted as part of the application to be copied for members of the public. Architect/Engineer hereby agrees to allow the City to copy the plans, drawings, studies or reports for the limited purpose of facilitating the public review process.

Architect: _____ Date: _____

Engineer: _____ Date: _____

**CITY OF ESCONDIDO
Disclosure Statement**

Consultation of List of Sites Related to Hazardous Wastes

Certification of Compliance with Government Code Section 65962.5

Pursuant to Government Code Section 65962.5f (AB 3750 Cortese), this statement **must be completed and signed** by the applicant before an application can be deemed complete for any type of development project.

I certify that I have consulted the list of identified hazardous waste sites consolidated by the Office of Planning and Research (OPR), which is posted and maintained at the Planning Division of the City of Escondido.

I hereby certify that the proposed location for a development permit application at:

[Redacted]		[Redacted]	
Street Address		Assessor Parcel No.	
[Redacted]	[Redacted]	[Redacted]	[Redacted]
City	State	Zip	

is not on the most recent list of identified hazardous waste sites consolidated by the Office of Planning and Research.

is on the most recent list of identified hazardous waste sites consolidated by the Office of Planning and research. A copy of the list is hereby attached.

Signature of Applicant/Owner Date

SDG&E Notification

The SDG&E Company's Gas Planning Department has requested notifications of new projects proposed in Escondido for utility purposes only.

This is to certify that I have routed a copy of the site plan and project description to the SDG&E Gas and Planning Department addressed as:

Stan Auchnick
SDG&E
Gas Planning Department
6875 Consolidated Way, Mail Stop SD1311
San Diego, CA 92121

Signature

Date

DESIGN LIMITATIONS FOR PROFESSIONALS



STRUCTURAL ENGINEERS

No limitations; may design any building of any type.

CIVIL ENGINEERS

May design any building except hospitals or schools.

ARCHITECTS

May design any type building with these exceptions

- The structural portion of a hospital.

UNLICENSED PERSONS

Limited to design of:

- Single-family dwellings of woodframe construction not more than two stories and basement in height
- Multiple dwellings containing no more than four dwelling units of woodframe construction not more than two stories and basement in height. Not more than four dwelling units per lot.
- Garages or other structures appurtenant to dwellings of woodframe construction not more than two stories and basement in height.
- Agricultural and ranch buildings of woodframe construction.*
- Nonstructural store fronts, interior alterations or additions, fixtures, cabinet work, furniture, or other appliances or equipment including nonstructural work necessary to provide for their installation.
- Nonstructural alterations or additions to any building necessary to or attendant upon the installation of such storefronts, interior alterations or additions, fixtures, cabinet work, furniture, appliances, or equipment.
- May not design any component that affects the safety of any building or its occupants, including but not limited to structural or seismic components.

* Unless the building official having Jurisdiction deems that an undue risk to the public health, safety or welfare is involved.

APPLICABLE STATUTES

6731, 6736, 5537.1 of B & P Code

APPLICABLE STATUTES

15013 of H & S Code
5537.5, 6731, 6735 of B & P Code

APPLICABLE STATUTES

15048 of H & S Code
5500.1, 6737 of B & P Code

APPLICABLE STATUTES

5537, 5538, 6737.1 of B & P Code

CITY OF ESCONDIDO
Standard Urban Storm Water Mitigation Plan (SUSMP)
Applicability Form

In order to determine if a project is subject to the City of Escondido Storm Water Management Requirements and Local Standard Urban Storm Water Mitigation Plan (SUSMP), please complete the following "Applicability Form and Project Information Sheets." If the project is subject to the SUSMP (if you answer "yes" to any of the following), preparation of a water quality technical report shall be required and two copies shall be submitted with the project application. For more information, please refer to the City's Storm Water Management Requirements Manual available [online](#) or at the Planning and Engineering Division counters.

Project Type

- | | | |
|---|------------------------------|-----------------------------|
| Residential development of 10 or more units | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Commercial development greater than 100,000 square feet | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Automotive repair shops | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Restaurants | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Hillside development greater than 5,000 square feet | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Projects discharging to receiving waters within Environmentally Sensitive Areas | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Parking Lots > 5,000 square feet or with > 15 parking spaces and potentially exposed to urban runoff | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Streets, roads, highways, and freeways that would create a new paved surface that is 5,000 square feet or greater | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If the answer to any of the above questions is YES, the project is subject to SUSMP requirements as described in the City's Storm Water Management Requirements Manual.

CITY OF ESCONDIDO
Storm Water Urban Runoff Management Program
Part One: Project Information

Project Name:

Project Address and Assessor Parcel No.(s):

Street: _____

City: _____

County: _____

Assessor Parcel No.(s): _____

Project Owner:

Name: _____

Address: _____

Phone No. _____

Project Engineer:

Name: _____

Address: _____

Phone No.: _____

Project Priority: (check appropriate)

Low

Medium

High

Engineer's Signature and Seal:

Print Name: _____

Seal

CITY OF ESCONDIDO
Storm Water Urban Runoff Management Program
Part Two: Prioritization Requirements*

*Using the following pages as a guide, answer the following questions.

1. Project Size (Disturbed Area) Priority (check appropriate):

Low

Medium

High

2. Project Type (check appropriate):

Low

Medium

High

3. Soil Erosion Potential (check appropriate):

Low

Medium

High

4. Site Slope (check appropriate):

Low

Medium

High

5. Proximity to Water Bodies (check appropriate):

Low

Medium

High

6. Sensitivity to Water Bodies (check appropriate):

Low

Medium

High

7. Non-Storm Water Discharges (check appropriate):

Low

Medium

High

CITY OF ESCONDIDO
Storm Water Urban Runoff Management Program
Part Three: Potential Water Quality Impacts

Prioritization of sites should consider all factors relevant to potential water quality impacts, but, at a minimum, Order No. 2001-01 requires that the following be considered.

1. Soil Erosion Potential

Each Co-permittee will need to evaluate what role soil erosion potential has on the priority of a construction site. Soils in San Diego County are generally highly erosive and therefore the threat caused by the erosion potential is ubiquitous for all sites. However the Co-permittee evaluates soil erosion potential in their prioritization scheme, it is recommended that the relationship of site slope and soil erosion potential be addressed.

2. Site Slope

Site slope is directly related to the potential for a construction site to discharge pollutants into conveyances or receiving waters. As the average slope of the site increases, the greater the potential for water leaving the site at a high velocity. When evaluating the relationship of site slope to prioritization, it is recommended that the average slope area of the finished slopes be used.

3. Project Size

The total of the disturbed area of a site is important in determining what priority a Co-permittee is going to assign a site. The Permit requires that all projects that are 50 acres or more and grading will occur during the wet season (Oct.-April) must be considered a High priority. The Permit also requires that sites greater than five acres and tributary to a CW A 303(d) water body impaired for sediment or is within or directly adjacent to or discharging directly to a coastal lagoon or other receiving water within an ESA also be considered High priority. It is recommended that projects with between 1 and 50 disturbed acres may be considered Medium priority depending upon other relevant site factors. Projects that are considered Medium Priority will have to meet the minimum BMP and inspection requirements designated by the respective Co-permittee. It is also recommended that for projects that are relatively small, one acre or less, and pose a minimal threat to water quality, may be considered Low priority. Low priority sites should still be required to meet the minimum BMP requirements designated by the respective Co-permittee.

4. Project Type

Co-permittees will need to determine how project types affect water quality. It is not necessarily the type of project that has a bearing on the potential to degrade water quality. The impact of the construction process and the increase in impervious surfaces is the real factor. It is recommended that the Co-permittees use the "percent impervious surface" when determining the priority in relation to the project type. Water quality degradation increases with percent imperviousness. The increased volume and velocity of runoff from developed urban areas greatly accelerates the erosion of downstream natural channels. Numerous studies have demonstrated a direct correlation between the degree of imperviousness of an area and the degradation of its receiving water quality. Significant declines in the biological integrity and physical habitat of streams and other receiving waters have been found to occur with as little as a 10% conversion from natural to impervious surfaces. (Developments of medium density single-family homes range between 25 to 60% impervious).

5. Non-Storm Water Discharges

In evaluating the priority that a site should have during construction activities, it is recommended that the Co-permittees consider the types of non-storm water pollutants that have the potential to be discharged during construction activities. Examples of activities or materials that generate non-storm water pollutants that are commonly found on construction sites are:

- Soil amendments
- Fertilizers
- Concrete waste
- Wastewater as a result of dewatering activities
- Construction materials and compounds
- Types of machinery on site
- Equipment maintenance (ex. Fueling, lubing etc.) on site
- Pipelines and irrigation system flushing.

6. Proximity to Water Bodies

At a minimum, high priority sites are those that are (1) 5 acres or more and (2) tributary to a Clean Water Act section 303(d) water body impaired for sediment or (3) is within 200 feet of or discharging directly to a coastal lagoon or other receiving water within an environmentally sensitive area (as defined in section F.1.b.(2)(a)vii of Permit).

When determining the "proximity of water bodies" criteria, the Co-permittee should determine whether the conveyance's tributary to a water body are lined or unlined. A lined conveyance has the potential to carry water containing construction related pollutants longer distances than an unlined conveyance.

It is recommended that medium priority sites are those that are not located within an area designated as an Environmentally Sensitive Area or adjacent or discharging directly to impaired receiving waters.

Low priority sites are those that pose a minimal risk of discharge to receiving waters and are not directly adjacent or discharging directly to receiving waters or an Environmentally Sensitive area.

7. Sensitivity of Water Bodies

In determining the priority of a construction site Co-permittees should determine if the site is within an area with environmentally sensitive water bodies and that the site has the potential to discharge construction related pollutants into the receiving waters. As discussed previously, Environmentally Sensitive water bodies may include but are not limited to all Clean Water Act Section 303(d) impaired water bodies; areas designated as Areas of Special Biological Significance by the State Water Resources Control Board (Water Quality Control Plan for the San Diego Basin (1994) and amendments); water bodies designated with the RARE beneficial use by the State Water Resources Control Board (Water Quality Control Plan for the San Diego Basin (1994) and amendments); areas designated as preserves or their equivalent under the Multi Species Conservation Program within the Cities and County of San Diego; and any other equivalent environmentally sensitive areas which have been identified by the Co-permittees.