



Director Permit Administrative Renewal

Businesses may be eligible for a streamlined administrative renewal process at the end of the Director Permit (DP) term if they meet certain conditions and participate in the public notice process. Businesses that have changed operationally or physically or have not complied with their original conditions will be subject to the standard renewal process. Please note that knowingly providing false information on this form or at any time during the renewal process may result in the revocation of the DP, subject to San Marcos Municipal Code 20.510.050.

PERMIT HOLDER INFORMATION

DIRECTOR PERMIT#/PROJECT#	EXPIRATION DATE	BUSINESS LICENSE#
ADDRESS OF BUSINESS IN SAN MARCOS WITH THE DIRECTOR PERMIT		ASSESSOR PARCEL NUMBER (APN)
APPLICANT NAME		BUSINESS
ADDRESS	Number/P.O. BOX	Street
City		State
		Zip Code
PHONE #: ()	CELL PHONE #: ()	
FAX #: ()	EMAIL:	

PERMIT HOLDER'S REPRESENTATIVE (if applicable)

Name	Phone	Email
Address of representative	City	State
		Zip

POINT OF CONTACT THROUGH PROCESSING:

Applicant/Permit Holder Permit Holder's Representative Other _____

PROPERTY OWNER INFORMATION

NAME:			
ADDRESS:	Number/P.O. BOX	Street	Suite (if applicable)
City		State	Zip Code
PHONE #: ()	CELL PHONE #: ()		
FAX #: ()	E-MAIL:		

PROJECT INFORMATION

In the space below, briefly describe the project you are renewing and the current use of the site.

CERTIFICATION

1) During the entire length of the Director Permit, has there been full compliance with all of the permit conditions? (If no, explain which conditions and state the reasons why they were not in compliance. Attach additional sheets if necessary.)

YES NO

2) Have there been any changes to business operations or the property that have affected any of the permit's conditions? (If yes, describe those changes in the space below and explain if these changes required any permits or approvals. Changes to the business or property include, but are not limited to, tenant improvements or any improvements that resulted in the issuance of a building permit, increases in square footage, increases in seating capacity, changes in the hours of operation, etc. Attach additional sheets if necessary).

YES NO

3) Has the business maintained a valid business license with the City? (If no, explain in the space below.)

YES NO

4) During the effective period of the Director Permit, has there been any communication whatsoever from the City (including phone calls or email messages) or any citations/violations issued by the City? (If yes, explain in detail below. Attach additional sheets if necessary.)

YES NO

5) During the entire length of the Director Permit, have any citations or corrective actions been issued for violations involving fire safety? (If yes, explain the compliance issues in detail below. Attach additional sheets if necessary.)

YES NO

6) Since the date the Director Permit was issued, have any law enforcement calls been made to respond to the location? (If yes, explain below. Attach additional sheets if necessary.)

YES NO

SIGNATURE AND ACKNOWLEDGEMENT

I hereby certify under penalty of perjury that all of the information provided and included with this Director Permit application renewal is correct. I certify I have reviewed and previously accepted the conditions set forth in the approved Director Permit Resolution issued by the City of San Marcos for this use. I also acknowledge that knowingly providing false information on this form or at any time during the renewal process will result in the initiation of proceedings concerning my Director Permit, including, but not limited to, revocation or suspension of the same.

Signature of Applicant

Date

Print or type applicant's name

Signature of Property Owner*

Date

(*Proof of ownership may be required. A letter of consent may be provided in lieu of signature.)

Print or type property owner's name

INDEMNIFICATION AGREEMENT FOR DEVELOPMENT APPLICATIONS

Applicant submitted an application to the City of San Marcos Planning Division on _____, 202____ for the following development approval(s): _____

(the "Project"). For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, in connection with the processing of Applicant's Project application(s) Applicant hereby expressly agrees to each and every one of the following terms and conditions:

1. Applicant agrees, as part of and in connection with each and any of the application(s), to defend, indemnify, and hold harmless the City of San Marcos ("City") and its officers, contractors, consultants, attorneys, employees and agents from any and all claim(s), action(s), or proceeding(s) (collectively referred to as "proceeding") brought against City or its officers, contractors, consultants, attorneys, employees, or agents to challenge, attack, set aside, void, or annul:
 - a. Any approvals issued in connection with any of the above described application(s) by City; and/or
 - b. Any action taken to provide related environmental clearance under the California Environmental Quality Act of 1970, as amended ("CEQA") by City's advisory agencies, boards or commissions; appeals boards or commissions; Planning Commission, or City Council.
2. Applicant's indemnification is intended to include, but not be limited to, damages, fees and/or costs awarded against or incurred by City, if any, and costs of suit, claim or litigation, including without limitation attorneys' fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by Applicant, City, and/or parties initiating or involved in such proceeding.
3. Applicant agrees to defend, indemnify and hold City harmless from and against all of City's costs, fees, and damages incurred in enforcing the indemnification provisions of this Agreement.
4. In the event that Applicant is required to defend City in connection with such proceeding, City shall have and retain the right to approve:
 - a. The counsel to so defend City; and
 - b. All significant decisions concerning the manner in which the defense is conducted; and
 - c. Any and all settlements, which approval shall not be unreasonably withheld.

City shall also have and retain the right to refrain from participation in the defense, except that City agrees to reasonably cooperate with Applicant in the defense of the proceeding. If City chooses to have counsel of its own defend any proceeding where Applicant has already retained counsel to defend City in such matters, the fees and expenses of the additional counsel selected by City shall be paid by City. Notwithstanding the immediately preceding sentence, if City's Attorney's Office participates in the defense, all City Attorney fees and costs shall be paid by Applicant.
5. Applicant's defense and indemnification of City as set forth herein shall remain in full force and effect throughout all stages of litigation including any and all appeals of any lower court judgments rendered in the proceeding, and all applicable statutes of limitation.

After review and consideration of all of the foregoing terms and conditions, Applicant, by its signature below, hereby agrees to be bound by and to fully and timely comply with all of the foregoing terms and conditions.

APPLICANT:

By: _____
(Signature)

Date: _____

(Print name)

Its: _____
(Title, if any)

PUBLIC NOTICE PACKAGE PROCEDURE

San Marcos residents have a right to know about development projects that may impact their neighborhoods. For this reason, applicants must inform the community about their project. This process begins with the applicant preparing a public notice package for the City so it can send notices to parcels within 500 feet of the project (1,000 feet in a Ridgeline Protection and Management Overlay Zone). The City also reserves the right to expand the radius of the mailing to include additional properties. After an application is submitted, City staff will also instruct the applicant about a requirement to post a notice on the property about the pending application.

It is the applicant's responsibility to provide up-to-date, accurate, and complete public notice materials to the Planning Division when the application is submitted. Any errors and/or omissions may invalidate the administrative decision or notice of public review and comment period and result in additional cost and delays to the applicant.

The applicant will be invoiced for all postage and envelopes. Payment of fees is due prior to any administrative or public hearing decision.

Many applicants choose to hire a private service to help prepare the materials. As a courtesy, the City can provide a list of companies that may be able to assist you. Please note that the inclusion of a company on the list should not be taken as an endorsement by the City of San Marcos.

PUBLIC NOTICE PACKAGE INSTRUCTIONS

Please provide the following information for the Public Notice Package:

1. SAN DIEGO COUNTY ASSESSOR'S MAP:

- a) Show the entire property by cross-hatched markings on a single 8½x11 sheet with a radius line encircling the property at a distance of 500 feet from the perimeter property line.
- b) See Note #2.
- c) Each parcel lying wholly or in part within the 500-foot line shall have the parcel number delineated and readable.
- d) **Assessor's maps must be submitted on a single 8½x11 sheet.** (See attached sample).

2. TYPED LIST OF ALL AFFECTED PROPERTY OWNERS:

- Electronic files must be in a Microsoft Excel spreadsheet format, i.e. .xls or .xlsx
- Separate electronic files must be submitted for property owners and occupants. Electronic files shall be given different names to easily distinguish the contents of the two files, i.e. "ACME Project Property Owner Labels.xlsx," and "ACME Project Occupant Labels.xlsx"

- The property owner mailing information spreadsheet shall be formatted as follows:

Parcel Number	Owner Name	Mail Address	Mail City	Mail State	Mail Zip
000 000 00 00	John Doe	123 Main St.	San Marcos	CA	92069

- The property occupant mailing information spreadsheet shall be formatted as follows:

Parcel Number	Occupant	Site Address	Site City	Site State	Site Zip
000 000 00 00	Occupant	124 Main St.	San Marcos	CA	92069

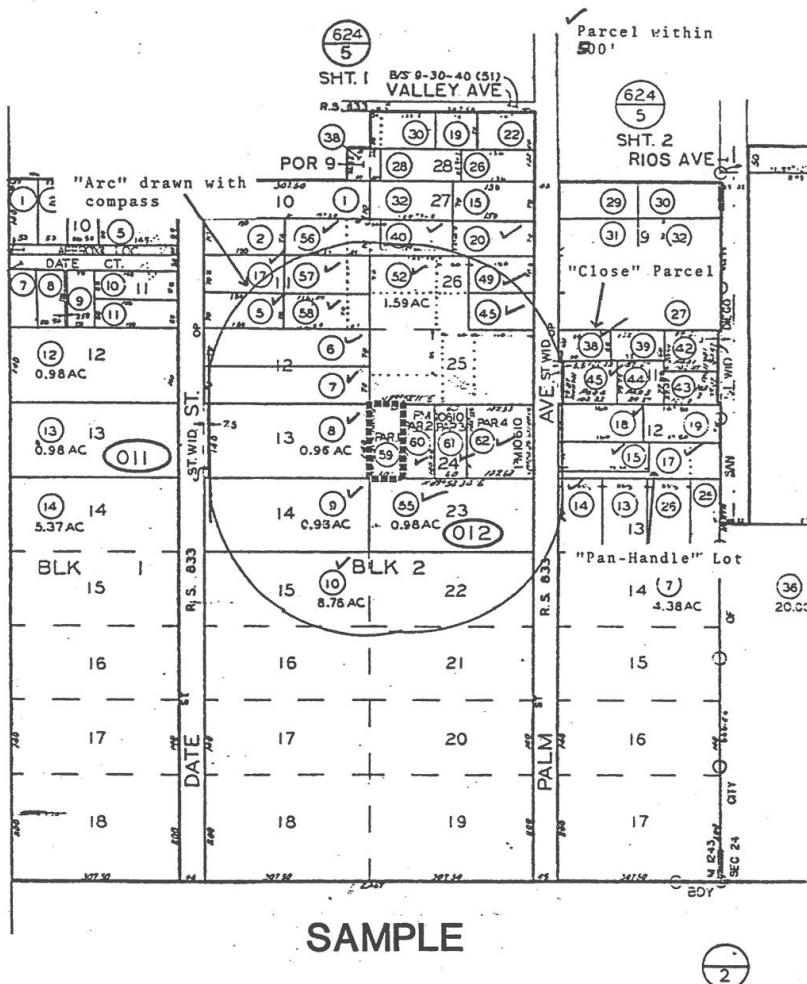
- Mailing information shall be provided to the City on a digital storage device (i.e. flash drive, CD, etc). Digital storage devices submitted with mailing information for projects will not be returned to applicants.
- Submit a list of each Assessor's Parcel Number (APN) with name and address as listed on the latest equalized Assessor's rolls. Make sure each name is identified with an Assessor's Parcel Number as follows:
 - 000-000-00-00
 - Name
 - Address
 - City, State, Zip
- If there are fewer than ten parcels, a minimum of ten (10) property owners surrounding the project site must be listed.
- If the 500' radius is within the boundary of an owner-occupied mobile home park/project, or condominium complex, the entire mobile home park or condominium complex shall be included in the public notice package.
- **Include yourself, architect, engineer and property owner of the site.**
- Note: For properties located within the "Ridgeline Overlay Zone" (ROZ), show the entire property by cross-hatched markings on a single 8 1/2 x 11 sheet with a radius line encircling the property at a distance of 1,000 feet from the perimeter property line. Expand radius if necessary to include a minimum of 100 property owners.

3. PUBLIC NOTICE CERTIFICATE:

- This form signed by the applicant or representative certifies that the names and addresses submitted with the public notice package are from the latest San Diego County Tax Assessor's Rolls.

The 500' notification may be required to be expanded at the discretion of the Planning Division Manager. Applicant will be invoiced for postage and envelopes. Fees are due prior to decision.

FIGURE ONE



PUBLIC NOTICE CERTIFICATION FORM

I hereby certify that the names and addresses submitted with the Public Notice package for Project No.

_____ are those of the owners and occupants of the exterior boundaries of the property described in the application and that the Assessor's Parcel Numbers and ownership information were obtained from the latest adopted San Diego County Tax Roll.

I understand that if it is found that any of this information is incorrect, the public hearing may be declared null and void by the decision making body and the application may have to be refiled and the fee paid again.

Signature of applicant or applicant's
representative responsible for preparing 500' notice

Date

Notice of Permit Application Sign

NOTICE OF PERMIT APPLICATION

Case Number: Conditional Use Permit (CUP) 24-0001

Project Name: ACME Headquarters

Project Description: A business park development with 25,000 s.f. of office space and 200,000 s.f. of warehouse space

Date Posted: 1/2/2024

QUESTIONS?

CONTACT: PROJECT APPLICANT/DEVELOPER
ACME Development Company
(760) 555-5555
info@ACMEdvco.com

CITY OF SAN MARCOS
PLANNING DIVISION
(760) 744-1050 ext. 3204
PlanningDivision@san-marcos.net
www.san-marcos.net



Instructions:

- Download the Notice of Permit Application (NOA) sign template from the Planning Division's "Applications, Forms, and Fee's" page on the City's website: <http://www.san-marcos.net>
- Applicants are advised to email a proof of the sign to PlanningDivision@san-marcos.net before printing.
- The NOA sign must be printed to measure 4 feet by 4 feet (16 square feet) and be posted at the site in a conspicuous location visible from the street within seven days of submitting the application.
- The sign must be affixed to a hardback, wood, or solid surface with 2 posts and be weatherproof. If the project is located within an existing multi-tenant building, it is acceptable to display the sign at the proposed tenant space.

- A photo of the posted sign and Notice of Permit Application Certification of Posting form (Appendix E) must be submitted to the Planning Division (PlanningDivision@san-marcos.net) after the application is submitted.
- Please ensure the sign is displayed while the application is being processed and removed within 15 days after the final Administrative/Planning Commission/City Council action.

Notice of Permit Application Certification of Posting

I certify that the "Notice of Permit Application" for Project Number _____ has been posted in a conspicuous location and is visible from a public or private street.

Signature of Applicant

Date

Applicant's name (printed)

Telephone number

Address

City

State

Zip