

DISCOVER LIFE'S POSSIBILITIES



DEVELOPMENT PERMIT APPLICATION GUIDE FOR NEW DEVELOPMENT

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TABLE OF CONTENTS

SECTION A: DEVELOPMENT PERMIT PROCESS GUIDE	6
WHAT IS A DEVELOPMENT PERMIT AND WHEN IS IT REQUIRED?	6
HOW DO I APPLY FOR A DEVELOPMENT PERMIT?	6
STEP ONE: INFORMATIONAL MEETING (RECOMMENDED BUT NOT REQUIRED)	6
WHAT IS AN INFORMATIONAL MEETING?	6
AFTER I HAVE REQUESTED A MEETING, WHEN CAN I EXPECT AN APPOINTMENT?	6
WHAT CAN I EXPECT FROM AN INFORMATIONAL MEETING?	6
STEP TWO: PRE-SUBMITTAL REVIEW APPOINTMENT (REQUIRED)	7
AFTER I HAVE REQUESTED AN APPOINTMENT, WHEN CAN I EXPECT AN APPOINTMENT?	7
WHAT SHOULD I BRING TO MY PRE-SUBMITTAL REVIEW APPOINTMENT?	7
STEP THREE: APPLICATION INTAKE SUBMITTAL (REQUIRED)	7
WHAT IS NEEDED FOR FORMAL APPLICATION SUBMITTAL?	8
DEVELOPMENT PERMIT APPLICATION SUBMITTAL PROCESS	9
SECTION B: SUBMITTAL REQUIREMENTS MATRIX	11
SECTION C: DETAILED SUBMITTAL REQUIREMENTS.....	13
1.0 GENERAL APPLICATION PACKAGE	13
2.0 PHOTOGRAPHIC SURVEY	14
3.0 PUBLIC NOTICE PACKAGE	14
4.0 TITLE REPORT	16
5.0 DEVELOPMENT PLAN PACKAGE	17
6.0 LANDSCAPE DEVELOPMENT PACKAGE	21
7.0 TENTATIVE SUBDIVISION MAP/TENTATIVE PARCEL MAP	22
8.0 TECHNICAL STUDIES	25
9.0 ENVIRONMENTAL REVIEW.....	25
10.0 FEES & DEPOSITS.....	26
SUBMITTAL FORMAT AND GUIDELINES	26
SECTION D: APPLICATION CHECKLISTS BY PERMIT TYPE	29
GENERAL PLAN AMENDMENT	30
TEXT AMENDMENT	31
CONDITIONAL USE PERMIT	32
DIRECTOR'S PERMIT	33
PREZONE	34
REZONE.....	35
RIDGELINE DEVELOPMENT PERMIT/ROZ MODIFICATION	36
SITE DEVELOPMENT PLAN/MODIFICATION	37
MULTI-FAMILY SITE DEVELOPMENT PLAN/MODIFICATION	38



SPECIFIC PLAN/SPECIFIC PLAN AMENDMENT	39
SUBSTANTIAL CONFORMANCE	40
TENTATIVE PARCEL MAP/TPM REVISION.....	41
TENTATIVE SUBDIVISION MAP/TSM REVISION	42
TENTATIVE MAP EXTENSION	43
VARIANCE.....	44
GRADING VARIANCE	45
WIRELESS TELECOMMUNICATION FACILITY PERMIT	46
APPENDIX.....	47
APPENDIX CONTENTS	48
APPENDIX A: APPLICATION	49
DISCLOSURE STATEMENT OF OWNERSHIP INTERESTS	52
INDEMNIFICATION AGREEMENT FOR DEVELOPMENT APPLICATIONS	53
ENVIRONMENTAL QUESTIONNAIRE.....	55
GENERAL INFORMATION	55
PROJECT DESCRIPTION:	55
ENVIRONMENTAL SETTING	57
CERTIFICATION.....	58
HAZARDOUS WASTE DISCLOSURE CONSULTATION OF LIST OF SITES RELATED TO HAZARDOUS WASTES ..	59
CLIMATE ACTION PLAN CONSISTENCY REVIEW CHECKLIST	60
INTRODUCTION.....	60
APPLICABILITY AND PROCEDURES	61
STEP 1: LAND USE CONSISTENCY	63
STEP 2: CAP MEASURES CONSISTENCY	65
PROJECT INFORMATION FOR TRAFFIC ANALYSES FORM TIA-1.....	71
PROJECT INFORMATION	71
PRELIMINARY SCREENING INFORMATION	72
PROJECT TRIP GENERATION	73
REPORT OUTLINE	74
APPLICABILITY OF STORM WATER BEST MANAGEMENT PRACTICES (BMP) REQUIREMENTS	75
PROJECT TYPE DETERMINATION CHECKLIST.....	78
STORM WATER QUALITY MANAGEMENT PLAN (SWQMP) SUBMITTAL REQUIREMENTS	80
STATEMENT OF JUSTIFICATION (VARIANCE APPLICATIONS ONLY)	83
APPENDIX B: SAMPLE OF PUBLIC NOTICE MAP	84
APPENDIX C: PUBLIC NOTICE CERTIFICATION.....	85



APPENDIX D: SAMPLE OF NOTICE OF PERMIT APPLICATION SIGN.....	86
APPENDIX E: NOTICE OF PERMIT APPLICATION CERTIFICATION OF POSTING	87
APPENDIX F: SAMPLE OF TITLE BLOCK.....	88
APPENDIX G: SAMPLE ELECTRONIC FILE NAMING.....	89
APPENDIX G: SAMPLE ELECTRONIC FILE NAMING CONTINUED.....	90
APPENDIX H: FEE SCHEDULE	91
SERVICE FEES.....	91
FEES IN GENERAL	91
FEE DEFERAL PROGRAM	91
INCLUSIONARY HOUSING IN-LIEU FEE.....	91
FEES NOT ASSESSED BY THE CITY.....	91
SEWER & WATER FEES	91
PRIVATE SEWER SYSTEMS (SEPTIC)	92
SCHOOL FEES	92
DEVELOPMENT IMPACT FEES	93
PUBLIC FACILITIES FEES (PFF).....	94
REGIONAL TRANSPORTATION CONGESTION IMPROVEMENT PROGRAM (RTCIP).....	94
BUILDING, PLANNING, CEQA & ENGINEERING FEES.....	96
SERVICE FEES.....	97
DEVELOPMENT USER FEES	97
ADMINISTRATIVE FEES	97
CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) FILING FEES	108
ENGINEERING FEES.....	108
ENGINEERING PLAN REVIEW PART A: EARTHWORK QUANTITY (INCLUDES CUT/FILL AND REMEDIAL QUANTITY)	109
ENGINEERING PLAN REVIEW PART B: IMPROVEMENT REVIEW FEES	110
FIRE PERMIT FEES	112
FIRE PREVENTION FEES	113
BUSINESS LICENSE FEES	116
BUSINESS LICENSE FEES	117



SECTION A: DEVELOPMENT PERMIT PROCESS GUIDE FOR NEW DEVELOPMENT



SECTION A: DEVELOPMENT PERMIT PROCESS GUIDE

WHAT IS A DEVELOPMENT PERMIT AND WHEN IS IT REQUIRED?

Development is any construction activity or alteration of the landscape, terrain contour or vegetation, including the erection or alteration of structures or the establishment or alteration of a land use. A Development Permit is required for projects that in accordance with the Municipal Code must be reviewed and approved by the Development Services Department, Planning Commission, or City Council to ensure conformance with applicable regulations, standards, policies, and guidelines.

HOW DO I APPLY FOR A DEVELOPMENT PERMIT?

STEP ONE: INFORMATIONAL MEETING (RECOMMENDED BUT NOT REQUIRED)

All applicants are highly encouraged to request an Informational Meeting by completing and submitting the [Informational Meeting Application Form](#) to the City's Development Services Department (DSD). The applicant should provide City staff with a detailed project description and preliminary/conceptual plans that are as complete as possible to give a thorough understanding of the project. Instructions to schedule an Informational Meeting are provided on the application form.

WHAT IS AN INFORMATIONAL MEETING?

The Informational Meeting is designed to connect an applicant with the City's permit processing team to help you better understand requirements and experience a smooth permit application experience. The meeting is an opportunity to discuss the proposed project with City staff, discuss required permits and identify any potential issues that may arise while the project is in its early planning stages. Staff from various departments will be available to answer questions and provide guidance on specific City requirements.

While there is no charge for the initial Informational Meeting, subsequent meetings may result in a fee and are dependent on staff availability.

AFTER I HAVE REQUESTED A MEETING, WHEN CAN I EXPECT AN APPOINTMENT?

Once a meeting is requested, City staff will coordinate with the applicant to schedule an Informational Meeting approximately two to three weeks from the date the complete Application Form was submitted.

Informational Meetings are typically scheduled on Thursday afternoons and take between 30 to 60 minutes. Alternate dates and times may be arranged with staff.

WHAT CAN I EXPECT FROM AN INFORMATIONAL MEETING?

Applicants will be provided a detailed summary sheet with staff feedback regarding the potential project. Project submittal does not occur at the Informational Meeting and City staff will not keep or accept any plans, drawings, etc. during the Informational Meeting.



STEP TWO: PRE-SUBMITTAL REVIEW APPOINTMENT (REQUIRED)

Prior to submitting a full application package, all applicants must schedule a Pre-Submittal Review Appointment by contacting the Planning Division online at <http://www.san-marcos.net/PlanningPreApplication>. Requests for Pre-Submittal Review Appointments should only occur once all application materials are complete and ready for staff review.

The purpose of the Pre-Submittal Review Appointment is to verify that the application package includes all information required for processing. City staff will review the application package and determine whether it is complete and ready to be routed for review and comment.

AFTER I HAVE REQUESTED AN APPOINTMENT, WHEN CAN I EXPECT AN APPOINTMENT?

Once an appointment is requested, a City staff member will coordinate with the applicant to schedule a Pre-submittal Appointment. Appointments must be scheduled at least one week in advance, and are typically scheduled on Wednesday mornings and last between 30 to 60 minutes.

WHAT SHOULD I BRING TO MY PRE-SUBMITTAL REVIEW APPOINTMENT?

The applicant should submit materials in a digital format prior to the Pre-Submittal Review Appointment.

- An overview of the items required for each application type is provided in the Submittal Requirements Matrix (Section B) and a more specific list can be found in the Application Checklists by Permit Type (Section D). Please see the Detailed Submittal Requirements (Section C) for further information regarding the content and presentation of each required item.

WHAT HAPPENS DURING A PRE-SUBMITTAL REVIEW APPOINTMENT?

During your pre-submittal appointment, City staff will review your application package and determine if it is ready to be formally submitted to the City.

- If City staff determines that the application is **complete**, City staff will coordinate with the applicant to formally submit the application package. After an application is cleared for submittal, no changes should be made to the project or submittal material. Subsequent changes by the applicant may change whether or not the application can be submitted.
- If City staff determines that the application is **incomplete**, staff will identify the missing or inadequate items and schedule a follow-up Pre-Submittal Appointment for another review. In some circumstances, staff will schedule an Application Intake Appointment after providing direction that the missing application item(s) be included in the submittal package.

STEP THREE: APPLICATION INTAKE SUBMITTAL (REQUIRED)

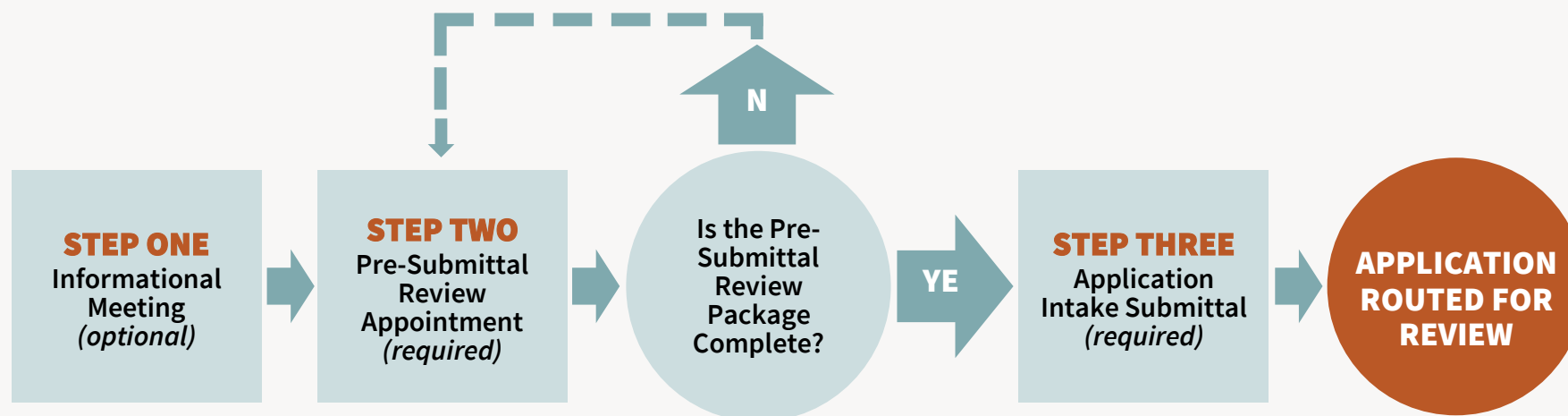
After you have received the green light from City staff to submit your application, City staff will coordinate with the applicant to formally intake the application



WHAT IS NEEDED FOR FORMAL APPLICATION SUBMITTAL?

- *What do I need to bring to my intake appointment?*
 - Fees – all submittal fees.
 - Application Checklist by Permit Type for each requested permit. An overview of the items required for each application type is provided in the Submittal Requirements Matrix (Section B) and a more specific list can be found in the Application Checklists by Permit Type (Section D). Please see the Detailed Submittal Requirements (Section C) for further information regarding the content and presentation of each required item.
 - All items required per the Application Checklist(s) as confirmed by City Staff at your Pre-Submittal Review Appointment.
 - A project number will then be assigned and the application will be routed to the appropriate City Departments/Divisions and outside agencies for review and comment.

DEVELOPMENT PERMIT APPLICATION SUBMITTAL PROCESS






SECTION B: SUBMITTAL REQUIREMENTS MATRIX

SECTION B: SUBMITTAL REQUIREMENTS MATRIX

<p>This matrix contains an overview of the submittal requirements for common development permit applications. A detailed set of requirements for each permit type is contained below.</p> <p>Please Note: If your project requires multiple permits, this can be submitted under one General Application Package with the permits processed concurrently. Please submit the largest number of document sets required from each category.</p> <p>Unless otherwise noted, all code sections refer to the San Marcos Municipal Code, available at http://www.san-marcos.net/departments/city-clerk/municipal-code</p>										
General Application Package	Photographic Survey	Public Notice Package	Title Report	Development Plan Package	Landscape Development Package	Tentative Map	Technical Studies	Environmental Review	Fees & Deposits	
APPEALS (\$20.545)		See SMMC § 20.545 Appeals and Revocations for submittal requirements.								
AMENDMENTS (\$20.530)										
General Plan Amendment	✓		✓	✓	✓			✓	✓	
Text Amendment	✓		✓	✓	✓			✓	✓	
CONDITIONAL USE PERMIT (§20.520)	✓	✓	✓	✓	✓	✓		✓	✓	✓
DEVELOPMENT AGREEMENT (\$20.540)		See SMMC § 20.540 Development Agreements for submittal requirements.								
DIRECTOR’S PERMIT (\$20.510)	✓	✓	✓		✓	✓			✓	✓
PREZONE	✓		✓	✓	✓				✓	✓
REZONE (\$20.530)	✓		✓	✓	✓				✓	✓
RIDGELINE DEVELOPMENT (\$20.260)										
Ridgeline Development Permit	✓	✓	✓	✓	✓	✓		✓	✓	✓
Ridgeline Overlay Zone Modification	✓	✓	✓	✓	✓	✓		✓	✓	✓
SITE DEVELOPMENT PLAN (\$20.515)										
SDP/SDP Modification	✓	✓	✓	✓	✓	✓		✓	✓	✓
Multifamily SDP/ MFSDP Modification	✓	✓	✓	✓	✓	✓		✓	✓	✓
SPECIFIC PLAN/SPECIFIC PLAN AMENDMENT (\$20.535)	✓		✓	✓	✓				✓	✓
SUBSTANTIAL CONFORMANCE	✓				✓				✓	✓
TENTATIVE PARCEL MAP (\$19.28)										
TPM/TPM Revision	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
TPM Extension	✓			✓			✓			✓
TENTATIVE SUBDIVISION MAP (\$19.16)										
TSM/TSM Revision	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
TSM Extension							✓			
VARIANCE (\$20.525)										
Variance	✓	✓	✓	✓	✓	✓		✓	✓	✓
Grading Variance	✓	✓	✓	✓	✓	✓		✓	✓	✓
Administrative Variance	See SMMC §20.525 Variances for submittal requirements.									
Wireless Telecommunications Facilities	See SMMC §20.465 Wireless Telecommunications Facilities for submittal requirements.									

An aerial photograph of a city, likely Los Angeles, showing a mix of residential neighborhoods, commercial areas, and green spaces. A large, semi-transparent, stylized letter 'C' is overlaid on the left side of the image, serving as a background for the text.

SECTION C: DETAILED SUBMITTAL REQUIREMENTS



SECTION C: DETAILED SUBMITTAL REQUIREMENTS

This chapter supplements the Submittal Requirements Matrix in Section B by providing detailed information about the items contained in each package. Not all items will be required for every permit application. See Section D for checklists specific to each permit type.

Effective January 3, 2022, hard copy submittals will no longer be accepted. Please email Planning at planningdivision@san-marcos.net for the current submittal process.

1.0 GENERAL APPLICATION PACKAGE

A General Application Package, located in Appendix A, is required for a development permit application. This package includes the following items:

- A. **Application:** All sections of the Permit Application must be completed.
- B. **Proof of Ownership:** Provide a copy of the current Grant Deed as proof of current ownership and to verify legal lot status. If the property is described by a metes and bounds or as a portion of a lot, proof that the property was held in that configuration prior to March 4, 1972 is required except for Tentative Maps, Tentative Parcel Maps, and Map Waiver applications. For these applications, also provide a Grant Deed bearing a County Assessor's Recording Date prior to March 4, 1972 and showing the property held in the same configuration as the current Grant Deed. Note that a Deed of Trust does not substitute for a Grant Deed.
- C. **Disclosure Statement of Ownership Interest:** Requests information to be used by decision-makers to evaluate potential conflicts of interest.
- D. **Indemnification Agreement:** An agreement by the applicant to defend, indemnify, and hold harmless the City of San Marcos from claims brought against the City resulting from environmental clearance or approval of the submitted application.
- E. **Hazardous Waste Substance Disclosure Statement:** This statement must be completed and signed by the applicant before an application can be deemed complete for any type of development project.
- F. **Climate Action Plan (CAP) Worksheet and Greenhouse Gas Threshold:** The CAP Checklist is required only for discretionary projects that are subject to and not exempt from CEQA. Projects that are exempt from CEQA are deemed to be consistent with the City's CAP, and no further review is necessary, with the exception of a Class 32 "In-Fill Development Projects" categorical exemption (State CEQA Guidelines Section 15332), for which projects are required to demonstrate consistency with the CAP through this Checklist.
- G. **Project Information Form for Traffic Analyses - Form TIA-1:** This form, including the completed Project Information and CEQA Preliminary Screening Information tables, is required with the initial submittal package of any traffic-generating entitlement project. Please contact engineeringdivision@san-marcos.net and/or the assigned staff with questions.



- H. **Applicability of Storm Water Best Management Practices (BMP):** This form is required as part of the City's application process for all projects. Its purpose is to identify potential land development storm water requirements at the planning development stage. To access the BMP Design Manual, Storm Water Quality Management Plan templates, and other pertinent information related to this program, please refer to: <https://www.san-marcos.net/departments/development-services/watershed/development-planning>
- I. **Storm Water Quality Management Plan (SWQMP):** A SWQMP is required by the State of California for all development projects, defined as construction, rehabilitation, redevelopment, or reconstruction of any public or private projects. The submittal requirements, including forms and attachments, are further described in the application package. More information can be found at <https://www.san-marcos.net/departments/development-services/watershed/development-planning>
- J. **Statement of Justification:** A Statement of Justification must be completed for Variance and Grading Variance applications. This document requires the applicant to explain how a project qualifies for a variance under the applicable regulations. Additional sheets should be attached as needed to establish the necessary findings.

2.0 PHOTOGRAPHIC SURVEY

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

- Photographs shall be taken from the project boundaries at four or more locations, with on and off site views, including any slopes.
- 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 views for evaluating factors such as the need for brush management, vegetation, environmental adjacency issues, and/or comparisons between the proposed project and the existing neighborhood.
- The photographs shall be in color.
- Include a key map indicating the location and direction from which each photograph was taken.
- Provide photos in a digital format. The photos shall be saved in the .jpg format, and named and numbered consistent with the provided key map.

3.0 PUBLIC NOTICE PACKAGE

A Public Notice Package is required for all discretionary actions requiring an administrative decision or public hearing. Where required, the following must be included:



A. **Radius Map:**

- Provide a San Diego County Assessor’s map showing the entire property by cross-hatched markings with a radius line encircling the property at a distance of 500 feet from the perimeter property line. The 500-foot radius may be expanded at the Planning Division Manager’s determination.
- Each parcel lying wholly or in part within the 500-foot line shall have the parcel number delineated and readable.
- Assessor’s maps shall be submitted on a single 11”x17” sheet. (Larger projects may require multiple sheets.) See Appendix B for sample.

B. **Assessor’s Parcel Number (APN) Names and Mailing Addresses:**

- Provide owner/occupant information for each property located within the 500-foot radius digitally in a Microsoft Excel spreadsheet format (.xls or .xlsx).
- Separate electronic files shall be submitted for property owners and occupants. These files shall be given different names to easily distinguish the contents of the two files, i.e. “3_0_Property Owner Labels_date.xlsx,” and “3_0_Occupant Labels_date.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 occupant mailing information spreadsheet shall be formatted as follows:

Parcel Number	Occupant	Site Address	Site City	Site State	Site Zip
000 000 00 00	John Doe	123 Main St.	San Marcos	CA	92069

- Include a typed list of each Assessor’s Parcel Number (APN) with name and address as listed on the latest equalized Assessor’s rolls as follows:

000-00-000-00
Name
Address
City, State, Zip

- If there are fewer than ten parcels, a minimum of ten property owners surrounding the project site shall be listed.



- If the 500-foot radius is within the boundary of an owner-occupied mobile home park or condominium complex, the entire mobile home park or condominium complex shall be included in the public notice package.
 - Include the applicant, architect, engineer, and property owner of the site.
 - For properties located within a Ridgeline Overlay Zone (ROZ), show the entire property by cross-hatched markings with a radius line encircling the property at a distance of 1,000 feet from the perimeter property line. Expand the radius if necessary to include a minimum of 100 property owners.
- C. **Public Notice Package Certification:** The Public Notice Package Certification, included in Appendix C, must be completed and signed by the applicant or representative responsible for the preparation of the Public Notice Package. This form certifies that the names and addresses submitted with the Public Notice Package are from the latest San Diego County Tax Assessor's Rolls.
- D. **Notice of Permit Application Sign:**
- The applicant must post 16 square foot sign titled, "Notice of Permit Application" on the site.
 - The sign must state the nature of the request, project name, case number, contact information for the City of San Marcos Planning Division and Applicant/Developer, and the date posted. A sample is included in Appendix D.
 - The sign must be affixed to a hardback, wood/solid surface with two posts and be weather proof.
 - If the project is proposed to be located within a multi-tenant existing building, it is acceptable to attach the sign to the tenant space on the building.
 - The Notice must be posted within 7 days of application submittal and removed 15 days after final decision/action.
- E. **Notice of Permit Application Certification of Posting:** A Notice of Permit Application Certification of Posting, included in Appendix E, shall be submitted along with a legible photo of the posted "Notice of Permit Application" sign within 7 days of application submittal.
- F. **Public Notice Package Fee:** A Public Notice Package Fee is required to be paid at time of application submittal in accordance with the latest fee schedule. Postage and mailing fees also to be paid at time of application. Additional postage fees may occur throughout the process.

4.0 TITLE REPORT

Where a preliminary title report is required for the property, it must be dated within 6 months of application submittal. Copies of all maps and drawings referenced in the title report must also be provided. Staff will review the title report to ensure that no easements or other restrictions exist on



the property which may inhibit approval of the project. In addition, the electronic preliminary title report shall contain hyperlinks to specific documents of record.

5.0 DEVELOPMENT PLAN PACKAGE

The Development Plan Package consists of the items listed below. **Not all items in this package will be required for every permit application.** Please refer to the Application Checklists by Permit Type in Section D for a list of specific documents required.

- A. **Architectural Elevations:** Elevations must not be conceptual, but accurately show the proposed finished building appearance, and be consistent with the site and floor plans. Elevations shall include all sides of the structure, and be accurately scaled. Drawings shall be separate and labeled North Elevation, South Elevation, East Elevation and West Elevation. If more than one building is proposed, clearly label each building elevation to distinguish one from the other. Photos may be used in lieu of drawings where there are no proposed exterior modifications to buildings. Elevations must indicate:
- Building materials and colors.
 - Exterior treatments and color schemes.
 - Height of buildings and structures and all applicable dimensions measured from the lower of existing exterior grade or proposed finished exterior grade.
 - Any exterior mechanical equipment along with any proposed screening of such equipment.
 - Roof treatment.
 - Window and door treatment.
 - Notes or details sufficient to define all design features and sizes.
 - Shadows to indicate horizontal depths shown in a technique that does not obscure elevation features in the shadowed areas.
 - Elevations for commercial, industrial, and mixed-use buildings shall identify potential areas for business signage on the buildings. Elevations for free standing signs shall also be provided. See Sign Ordinance for requirements.
- B. **Color Elevations and Renderings:** An accurate representation of what the proposed building would appear from one or more viewpoints for all sides of the building. If required, the viewpoint from which the renderings are shown should be discussed at the Informational Meeting.
- C. **Floor Plans:** An accurately scaled and dimensioned floor plan is required for each floor, including the roof. The floor plans shall include:
- Indicate room type and interior configuration.
 - Room labels.
 - Floor levels.



- Exterior dimensions.
 - Doors and windows.
 - Stairways, including roof access where applicable.
 - ADA Compliance.
 - Gross/net floor square footage.
- D. **Existing Conditions and Topographic Map:** An existing conditions plan must be prepared by a licensed land surveyor or registered civil engineer, and shall be drawn at an engineering scale depicting existing site conditions. The map shall show existing site boundaries; topographic contours (including topography within 50 feet of the project boundary); locations of all buildings and structures (including buildings on adjacent properties within 15 feet of the project boundary or which may be affected by the project); public or private streets; location of trees; existing easements of record or otherwise known; and other significant topographic features.
- E. **Conceptual Grading Plans:** Plans drawn at an engineering scale must be of sufficient clarity to indicate the nature and extent of the work proposed and show in detail that all grading will conform to the provisions of SMMC §§ 17.30 et seq. and all relevant laws, ordinances, rules and regulations. Plans shall include the information listed below. Existing site information provided on the Existing Conditions Plan (Item D) may be shown on the Grading Plan as screened background or dashed as appropriate for legibility and clarity purposes.
- General vicinity of the site where grading is proposed.
 - Property lines and dimensions.
 - Existing structures, trees, plants, shrubs, utilities, and contours on the entire property and within a minimum 50 feet of property lines shown as dashed lines or screened background to clearly designate from proposed work. Contour labels shall be provided on major contour lines at minimum 100 foot intervals.
 - Limiting dimensions, elevations, and finish contours for all grading work, and proposed drainage channels and related construction.
 - Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed as part of the proposed project.
 - Existing and proposed easements and proposed street dedications shall be denoted.
 - Location of all buildings or structures on the property where the work is to be performed and the location of any buildings or structures on adjacent properties which are within 15 feet of the property or which may be affected by the proposed grading operations. This information may be shown as screened background.
 - Location of top and toe of all cuts and fills.
 - Location of all "daylight" lines.
 - Amount in cubic yardage of all excavations and fills, and import/export materials.



- Location of the disposal site for excess material (if any) and the proposed haul route, if the disposal site is not located on the property.
 - Location of proposed water quality Best Management Practices (BMPs).
 - Information demonstrating to the satisfaction of the Administrative Authority that the applicant is and will satisfy the requirements of Chapter 14.15 of the Municipal Code and, in particular, that the applicant will implement the Best Management Practices (BMPs) specified in Section 14.15.050(c) to the maximum extent practicable during the grading process (Ord. No. 2001-1123, 11/27/01).
 - Name, seal (with expiration date), and signature of the licensed professional responsible for the grading plan.
 - Erosion Control Plan shall show the combination of desilting facilities, pipes, channels, culverts, sandbags and erosion protection devices, including effective planting and the maintenance thereof, to be installed or placed to protect property, watercourses, public facilities, and receiving waters from erosion or from the deposit of sediment or dust.
- F. **Slope Density Map:** A Slope Density Map must be completed for Tentative Subdivision Map and Tentative Parcel Map applications where maximum allowable density is slope dependent. The slope analysis is based upon a topographic map with contour intervals not exceeding five (5) feet. The slope analysis shall graphically illustrate the overall average slope percentage (%) for the entire property to be subdivided in accordance with slope calculation requirements in on the website. The slope density map shall graphically show the subject area, all contour lengths, and provide the slope calculation formula to substantiate how the overall average slope was determined. Required for maps in Agricultural (A Zones), Residential (R-1 & R-2 Zones), and applicable Specific Plan Areas. Please see detailed information on the City's website.
- G. **Site Plan:** The site plan must be accurately prepared with all portions of the site adequately detailed and dimensioned. A list of the site plan requirements follows; however, additional information may be required depending on the nature of the individual project. Information depicting existing conditions may be shown on the site plan as screened background as necessary to provide for legibility and clarity purposes.
- Existing and proposed (if applicable) Zoning and General Plan land use designations
 - All exterior site boundaries scaled and dimensioned.
 - Required building setback lines.
 - Location of all existing and proposed buildings and structures, and dimensioned relative to each other and to the site boundaries. Indicate extensions of rooflines beyond building walls.
 - Location of the proposed off-street (and on-street where allowed) parking and loading spaces, including: 1) A parking calculation table indicating required and proposed parking; 2) Parking space dimensions, including drive aisle width and turn-arounds; and 3) Americans with Disabilities Act (ADA) and Electric Vehicle (EV) parking spaces where applicable.



- Location and dimensions of all driveways, access roads, and curb cuts, and indicating the type of construction material.
 - Location and dimensions of pedestrian hardscape (eg. sidewalks, plazas, etc.) and identifying accessibility route(s).
 - Location, dimensions, and names of existing and proposed street right-of-way and easements.
 - Location of walls, fences and hedges, and indicating the height and type of construction materials.
 - Location of refuse collection/enclosures, and indicating the height and type of construction materials.
 - Location of above-ground utilities and central mailbox (if applicable).
 - Location and type of significant vegetation, and indicating if the project proposes to retain or remove said vegetation.
 - Location, calculation of area and percentage of site of proposed landscaping in accordance with landscape provisions of the applicable zone and parking area landscape requirements.
 - Location of nearest buildings adjacent to the project site.
 - Location and dimensions of significant waterways, flood plains and/or other topographical features.
 - Location of free standing signs.
 - Depiction of existing site contours and all proposed grading.
 - Location of existing and proposed drainage facilities.
 - Location of existing and proposed public sanitary sewer and sewer laterals. Identify applicable water and sewer agencies. If applicable, plans must show the location of any existing and proposed septic system and identify whether systems exist on adjacent properties.
 - For housing developments, plotting of building footprints and identification of plan types.
- H. **Lighting Plan:** The lighting plan must indicate exterior lighting standards and devices. Information provided shall be adequate to review for possible hazards and disturbances to the public and adjacent properties. Fixture cuts from the manufacturer shall be provided for all fixtures proposed which describes lighting type, dimensions, materials, and colors. A photometric study may be required to identify the location and intensity of light spill on adjacent properties.
- I. **Materials Board:** All applications for new construction/building expansion must include a materials board. The materials board shall be presentation quality and submitted on a 24"x18" format to illustrate samples of the proposed building materials and colors. Photographs of the materials are not acceptable. Actual samples are to be no larger than 3"



square and 1" thick. The materials board shall have a legend and include material samples of the following:

- Exterior wall treatment (stucco, wood siding, concrete panels, etc.)
 - Exterior color (paint samples) including trim color.
 - Roof materials (clay tile, architectural composition shingles, simulated wood shingles, etc.).
 - Decorative/accent features (tile, brick, stone, wood, garage door panels, etc.).
 - Multiple building treatments within a project shall show building materials and varying color schemes of each building.
 - Glass/window treatment for industrial, commercial, and office projects.
 - Awnings and canopies.
- J. Planning Documentation: Requests for General Plan Amendments, Text Amendments, Zone Changes, Specific Plans, and Specific Plan Amendments shall require submittal of documentation in the form of text and/or graphics presenting proposed new standards and/or changes to the General Plan, Zoning Ordinance, and Specific Plan text, maps, tables, charts, etc. For Specific Plans and Specific Plan Amendments, refer to SMMC §§20.535 for required content.

6.0 LANDSCAPE DEVELOPMENT PACKAGE

- A. **Conceptual Landscape and Irrigation Plans:** Plans must show landscaping, paving and other hardscape, and irrigation. Plans shall be designed to comply with the City's Water Efficient Landscape Ordinance, Chapter 20.82, 20.330 and the 2015 State of California Model Water Efficient Landscape Ordinance. Refer to the [Landscape Manual] and SMMC §§ 17.32.010 et seq. for further guidance. The landscape designer should also refer to the provisions of SMMC §20 relating to Zoning and subdivisions for additional requirements which may apply. The Landscape Plans shall clearly indicate the items indicated below. Note that different requirements may apply for landscaping which is part of and maintained by a Community Facilities District (CFD). Identify link or reference source here
- Minimum tree height/spread at time of planting in accordance with city standards.
 - Preliminary water calculation.
 - Individual plant symbols for each plant type.
 - Plant schedule indicating the botanical and common name of all plants and the size, location and number of each plant type. The landscape plan shall indicate which plants are proposed to be planted new and which are existing on site and proposed to be retained.
 - Form and function of each plant type, such as small canopy tree or shrub; fire retardant/deep rooting ground covers for erosion control; small naturalizing flowering shrub for visual blending with existing habitat; etc.
 - Approximate location of all irrigation lines and heads.



- Trails, walks, fences, walls and their construction details, including height, width, materials, and colors. Freestanding and retaining walls shall be differentiated on the plans.
 - Parkway planting and irrigation. Street trees shall comply with City Street Tree Standards.
 - Areas paved for parking or driving shall be differentiated on the plans from areas intended for landscape planting and hardscape.
 - Calculation of area and percentage of site of proposed landscaping in accordance with landscape provisions of the applicable zone and parking area landscape requirements.
 - The scale used for all landscape and irrigation plans shall be the same as the scale of the site plan.
- B. **Conceptual Revegetation Plan:** If a conceptual revegetation plan is proposed either as part of the landscape plan or as a separate plan, the following information shall be shown. Note that if a Revegetation Program is anticipated, information describing the revegetation program and additional planting, maintenance, mitigation requirements, establishment thresholds and other details may be required as part of the project's application, processing and approval.
- Type of habitats by area to be revegetated. Plans shall distinguish between habitat enhancement and creation.
 - Legend and symbols for all proposed plant materials.
 - Botanical names and common names. Plans shall provide more than 2 selections under each symbol.
- C. **Brush Management Plan:** A Brush Management Plan may be required to be included with the Landscape Development Plan. Plans shall include a description of the method of design and the criteria used in developing the brush management plan.

7.0 TENTATIVE SUBDIVISION MAP/TENTATIVE PARCEL MAP

All subdivision maps must be in conformance with the Subdivision Map Act and the regulations set forth in SMMC §§19.16 and 19.28. In addition, these maps shall contain the following information and conform to the following requirements:

- Map must be prepared by a licensed land surveyor or registered civil engineer.
- Each map filed shall show the entire contiguous ownership of the subdivider or owner, including any divided by right-of-way.
- Map ink is black and a "permanent" type.
- The title "TENTATIVE SUBDIVISION MAP (#) " or "TENTATIVE PARCEL MAP (#) ", and "SHEET (#) of (#) SHEETS" is required within the border in the upper right corner.
- The following items, in the order shown, is required below the title on the index sheet:
 - Owner's name(s), address (including zip code), phone number and signature.



- Subdivider's name, address (including zip code), phone number and signature (if different from the owner).
- Statement signed by the owner stating that he owns no contiguous property.
- Map preparation date.
- Brief legal description of the property, including the tax assessor's parcel number(s).
- If a Conditional Use Permit, Variance, or other permit was granted in connection with the filing of the tentative subdivision map or tentative parcel map, the Resolution Number approving said map shall be shown.
- If applicable, a statement that there will be no finished slopes over five feet (5') in height.
- Existing and proposed (if applicable) Zoning and General Plan land use designations.
- Proposed use of each lot or parcel.
- List of agencies which will provide fire protection, schools, sewer and water service for the subdivision.
- Name, address, telephone number, license or registration number and expiration date of the preparer of the tentative subdivision map or tentative parcel map.
- In the case of tentative subdivision maps and tentative parcel maps for boundary adjustment only, a Notice of Certification by the San Diego County Department of Public Health is required.
- Total gross/net acreage.
- The following information is also required on the index sheet of all tentative maps:
 - Vicinity map, showing the location of the subdivision in relation to surrounding streets, shall be placed within the border in the lower left-hand corner.
 - On tentative subdivision maps only, a land use analysis containing both acreage and percentage in the following categories: Streets, Lots, Open Space (public, common, private – front and rear yards).
- The following information is required on every sheet:
 - The scale shall appear within the border in the upper left-hand corner. All tentative maps shall be drawn in a common engineer's scale (e.g. 1" = 10' or 1" = 60').
 - The north arrow shall be placed next to the scale and be oriented to the upper half of the sheet.
 - Where more than one sheet is used, each sheet shall: 1) bear the tentative map or tentative parcel map number; 2) Sheet of Sheets; and, 3) show the relationship



between that sheet and all adjoining sheets. An index sheet may be drawn at any standard engineering scale.

- The gross/net area of each lot or parcel shall be shown in square footage if the area is less than one (1) acre. If greater than one acre, the area shall be shown to the nearest hundredth of an acre.
- The identification of each lot or parcel shall be shown as follows:
 - Each lot on a tentative subdivision map shall be numbered with arabic numerals commencing with "1".
 - Each parcel on a tentative parcel map shall be designated by consecutive letters of the alphabet commencing with "A".
 - Each block shall be designed by consecutive letters of the alphabet commencing with "A".
- Streets and Easements
 - All existing public and private streets and easements abutting or contained within the subdivision shall be shown. The names of all such existing streets shall be shown. The existing and proposed grades, widths, cross-sections and improvements shall be shown, as well as the radii and length of all existing and proposed curves.
 - All new public streets and other easements to be dedicated as part of the subdivision shall be shown. All such streets shall be named Street "A" through Street "Z". The proposed width, grades, cross-sections and improvements shall be shown, as well as the approximate radii and length of all curves.
- Topography: If not included as part of the conceptual grading plan, topographic contours not greater than 5-foot intervals shall be shown, including abutting streets and property within 100 feet of the subdivision. Contours shall depict the existing and proposed grading. Proposed finished pad elevations should be depicted to the nearest ½ of a foot. The source of the topographic data shall be identified.
- Water Courses: The approximate location and width of water courses or areas subject to inundation from floods including limits of the 100-year storm as indicated from FEMA Flood Insurance Rate Map(s) (FIRM).
- Buildings: All buildings and structures within the subdivision and within 100 feet of the subdivision shall be shown, including the distance between all buildings, structures and existing and proposed lot lines, existing and proposed public and private easements, and water courses.
- Trees:
 - All trees within proposed easements shall be shown.
 - All trees greater than 10 feet in height, or with a trunk diameter of 10 inches or greater at a point 4 feet from the ground within 25 feet of the boundaries of the subdivision shall be shown (including the species and height of each tree).
- Dimensions: Each proposed lot or parcel shall be dimensioned, including the radii and length of all curves.



- **Setbacks:** The front yard setback line and width of the lot or parcel at that line shall be shown on each lot or parcel.
- **Utilities:** All existing overhead utility lines shall be shown, including locations and identification numbers of all poles within the subdivision and within 100 feet of the subdivision. Type and approximate location of all existing and proposed public utilities required to serve the proposed subdivision shall be shown. This shall include, but not be limited to, existing and proposed fire hydrants and water, sewer, gas, electric, telephone, and cable television lines.
- **Railroads:** The location of all railroad right-of-way abutting or within the subdivision shall be shown.
- **Additional Information:** The Engineering and/or Planning Division may require reasonable additional information on the final map.

8.0 TECHNICAL STUDIES

Depending on the nature of the project, the following studies may be required at the time of project submittal. See Section D: Application Checklists by Permit Type to determine the submittal requirements based on permit type. The need for additional technical studies, such as a traffic analysis or biology survey, may be determined for the project after the first review cycle.

- A. **Preliminary Hydrology Report:** If required, a hydrology and hydraulics study shall be prepared by a qualified engineer and must conform to the requirements of the San Diego County Flood Control District for all matters pertaining to storm water damage, and shall show all charts, formulas and data used for the preparation of the study.
- B. **Soils/Geotechnical Study:** A geotechnical report must comprise of Soils Engineering and Engineering Geology. See SMMC §17.32 for further guidance.
 - **Soils Engineering:** Prepared by a geotechnical engineer and containing data regarding the nature, distribution and strength of existing soils, conclusions and recommendations for grading procedures and design criteria for corrective measures when necessary, and opinions and recommendations covering adequacy of the site to be developed by the proposed grading.
 - **Engineering Geology:** Prepared by an Engineering Geologist and containing adequate description of the geology of the site, conclusions and recommendations regarding the effect of geologic conditions on the proposed development, and opinions and recommendations covering the adequacy of the site to be developed by the proposed grading.

9.0 ENVIRONMENTAL REVIEW

The Environmental Questionnaire is used as a part of the environmental review process for all applications. The questionnaire will be used to determine whether additional technical studies are required and the type of environmental document required to satisfy the California Environmental Quality Act (CEQA). Dependent upon the proposed project, the environmental document may range



from a Categorical Exemption to a Mitigated Negative Declaration to an Environmental Impact Report (EIR).

10.0 FEES & DEPOSITS

The appropriate fees will need to be submitted at the time of application. A current fee schedule is included in Appendix G.

SUBMITTAL FORMAT AND GUIDELINES

Unless otherwise indicated, all submitted Plans must conform to the following guidelines:

- A. **Map and Plan Formatting Requirements:** All project plans and exhibits prepared in Sections 5_0 through 7_0 must comply with the following:
- **Title Block:** All plans require the use of a Title Block. Use the title block page provided in the Appendix.
 - **Scale:** (Engineering and Architectural) Plans must be legible and drawn to scale. An engineering scale shall be used for the site plan and an architectural scale for floor plans and elevations. All plans must include an embedded graphic scale. All files shall maintain output scale and avoid “fit to page.”
 - **North Arrow:** North direction should be towards the top of sheet unless infeasible.
 - **Document Resolution:** Documents should be printed to PDF, in 8-bit grayscale or 1-bit monochrome at 300 PPI (Pixels per Inch). Avoid rendering maps and plans in 24-bit color (elevations, renderings, landscape plans exempt).
 - **Images:** Include vector content only; no scanned images; scans of printed pages are not accepted (landscape plans exempt).
 - **Layers:** Remove layers; drawings must be flattened.
 - **Optical Character Recognition (OCR):** Perform OCR to render all text on project plans as searchable and selectable.
 - **Reduce File Size:** Reduce/compress/optimize file size using in-software tools.
 - **Unlock Files:** All digital files must be unlocked and/or otherwise unprotected to allow mark-up and embedding in other files/documents.

▪ **Standard Sheet Sizes:**

Document Description	Size	Orientation
Subdivision and Parcel Maps	18 x 24 inches	Landscape
Architectural Plans	24 x 36 inches	Landscape
Civil Plans	24 x 36 inches	Landscape
Landscape Plans (24 bit color accepted)	24 x 36 inches	Landscape

B. **Assembling the Submittal Package:** Assemble one complete submittal using the following guidelines:

- **Bookmarks:** Create digital bookmarks/hyperlinks for sheet number (e.g. C1.0) and sheet name (e.g. DEMOLITION PLAN) consistent with the document's table of contents
- **Separate Files:** Provide complete, separate files for each document/document type (e.g. calcs, specifications, reports)
- **File Size:** Submit documents as one complete PDF for files under 75 MB. Separate plans or maps into multiple PDF sets by discipline only when documents exceed 75 MB and/or contact City staff for direction on creating smaller file packages for submittal. Separate report appendices from the PDF of the body text when documents exceed 75 MB.
- **Hardcopies:** The City reserves the right to request printed copies of application materials submitted in a digital format.

C. **File Names:** All application materials are to be submitted in a digital format and use the following file naming convention:

1_0 General Application Package

- Application_YYYYMMDD.pdf (All files shall be dated the same, with the date the application was uploaded to Dropbox. Date format: April 18, 2022 = 20220418)
- Statement of Operations_YYYYMMDD.pdf
- Proof of Ownership_[document title (e.g. Deed)]_YYYYMMDD.pdf
- SWQMP_YYYYMMDD.pdf

2_0 Photographic Survey

- Photo_[location description (e.g. front)]_YYYYMMDD.jpg (repeat as necessary)

3_0 Public Notice Package

- Radius Map_YYYYMMDD.pdf
- Master List_YYYYMMDD.pdf



- Owners and Occupants_YYYYMMDD.xlsx (Microsoft Excel File)
- Public Notice Certification_YYYYMMDD.pdf

4_0 Title Report

- Title Report_YYYYMMDD.pdf

5_0 Development Plan Package

- Architectural Plans_YYYYMMDD.pdf (e.g. Site Plan, Floor Plan, Elevations, etc.)
- Civil Plans_YYYYMMDD.pdf (e.g. Conceptual Grading Plans, Street Improvements, etc.)
- Lighting Plan_YYYYMMDD.pdf
- Materials Board_YYYYMMDD.pdf
- [Description of Document]_YYYYMMDD.pdf (use this file name format for other plans)

6_0 Landscape Development Package

- Conceptual Landscape Plan_YYYYMMDD.pdf.pdf
- Revegetation Plan_YYYYMMDD.pdf
- Brush Management Plan_YYYYMMDD.pdf

7_0 Tentative Subdivision/Parcel Map

- Tentative Subdivision [or Parcel] Map Exhibit_YYYYMMDD.pdf

8_0 Technical Studies

- Hydrology Report_YYYYMMDD.pdf
- Geotechnical [or Soils] Report_YYYYMMDD.pdf
- Traffic Study_YYYYMMDD.pdf
- [Description of Document]_YYYYMMDD.pdf (use this file name format for other plans)
- ENV_[Description of Document]_YYYYMMDD.pdf (use this file name format for any technical CEQA related technical studies being submitted before the preparation of the environmental document)

9_0 Environmental Review

- ENV Questionnaire_YYYYMMDD.pdf



SECTION D: APPLICATION CHECKLISTS BY PERMIT TYPE



GENERAL PLAN AMENDMENT

A General Plan Amendment is an action to alter or amend the text or maps of the San Marcos General Plan. Such amendments may include the alteration of land use designation boundaries, the classification of property, or the stated land uses, goals policies, and implementation measures among other General Plan provisions.

Electronic Files to be named per the Section Number & Item Description (i.e., 1_0_Application_date). Date = yyyyymmdd (i.e., 20190512).

Description	
1_0 General Application Package	
<input type="checkbox"/>	Application
<input type="checkbox"/> N/A	Statement of Operations
<input type="checkbox"/>	Proof of Ownership
<input type="checkbox"/>	Disclosure Statement of Ownership Interest
<input type="checkbox"/>	Indemnification Agreement
<input type="checkbox"/>	Hazardous Waste Substance Disclosure Statement
<input type="checkbox"/>	CAP Worksheet and Greenhouse Gas Threshold
<input type="checkbox"/>	Project Information for Traffic Analyses – Form TIA-1
<input type="checkbox"/>	Applicability of Storm Water Best Management Practices (BMP)
<input type="checkbox"/>	Storm Water Quality Management Plan (SWQMP)
<input type="checkbox"/>	Statement of Justification
2_0 Photographic Survey	
<input type="checkbox"/> N/A	Photographic Survey
3_0 Public Notice Package	
<input type="checkbox"/>	Radius Map
<input type="checkbox"/>	APN Names and Mailing Addresses List
<input type="checkbox"/>	Owner & Occupant Electronic Spreadsheet File
<input type="checkbox"/>	Public Notice Package Certification
<input type="checkbox"/>	Photo of Notice of Permit Application Sign <i>(Submit within 7 days of application submittal)</i>
<input type="checkbox"/>	Notice of Permit Application Certification of Posting <i>(Submit within 7 days of application submittal)</i>
<input type="checkbox"/>	Public Notice Package Fee
4_0 Title Report	
<input type="checkbox"/>	Title Report
5_0 Development Plan Package	
<input type="checkbox"/> N/A	Architectural Elevations
<input type="checkbox"/> N/A	Color Elevations and Renderings
<input type="checkbox"/> N/A	Floor Plans
<input type="checkbox"/> N/A	Grading Plans
<input type="checkbox"/> N/A	Slope Density Map
<input type="checkbox"/> N/A	Site Plans
<input type="checkbox"/> N/A	Lighting Plan
<input type="checkbox"/> N/A	Materials Board
<input type="checkbox"/>	Planning Documentation
6_0 Landscape Development Package	
<input type="checkbox"/> N/A	Conceptual Landscape and Irrigation Plans
<input type="checkbox"/> N/A	Revegetation
<input type="checkbox"/> N/A	Brush Management Plan
7_0 Tentative Subdivision/Parcel Map	
<input type="checkbox"/> N/A	Tentative Subdivision/Parcel Map
8_0 Technical Studies	
<input type="checkbox"/> N/A	Hydrology Reports
<input type="checkbox"/> N/A	Soils/Geotechnical Study
<input type="checkbox"/> N/A	Other
9_0 Environmental Review	
<input type="checkbox"/>	Environmental Questionnaire
10_0 Fees & Deposits	
<input type="checkbox"/>	Fees & Deposits



TEXT AMENDMENT

A Text Amendment (TA) is the process for amending text, tables, and figures of the City Municipal Code, including the Zoning, Grading, and Subdivision Ordinances.

Electronic Files to be named per the Section Number & Item Description (i.e., 1_0_Application_date). Date = yyyyymmdd (i.e., 20190512).

Description	
1_0 General Application Package	
<input type="checkbox"/>	Application
<input type="checkbox"/> N/A	Statement of Operations
<input type="checkbox"/>	Proof of Ownership
<input type="checkbox"/>	Disclosure Statement of Ownership Interest
<input type="checkbox"/>	Indemnification Agreement
<input type="checkbox"/>	Hazardous Waste Substance Disclosure Statement
<input type="checkbox"/>	CAP Worksheet and Greenhouse Gas Threshold
<input type="checkbox"/>	Project Information for Traffic Analyses – Form TIA-1
<input type="checkbox"/>	Applicability of Storm Water Best Management Practices (BMP)
<input type="checkbox"/> N/A	Storm Water Quality Management Plan (SWQMP)
<input type="checkbox"/> N/A	Statement of Justification
2_0 Photographic Survey	
<input type="checkbox"/> N/A	Photographic Survey
3_0 Public Notice Package	
<input type="checkbox"/>	Radius Map
<input type="checkbox"/>	APN Names and Mailing Addresses List
<input type="checkbox"/>	Owner & Occupant Electronic Spreadsheet File
<input type="checkbox"/>	Public Notice Package Certification
<input type="checkbox"/>	Photo of Notice of Permit Application Sign <i>(Submit within 7 days of application submittal)</i>
<input type="checkbox"/>	Notice of Permit Application Certification of Posting <i>(Submit within 7 days of application submittal)</i>
<input type="checkbox"/>	Public Notice Package Fee
4_0 Title Report	
<input type="checkbox"/>	Title Report
5_0 Development Plan Package	
<input type="checkbox"/> N/A	Architectural Elevations
<input type="checkbox"/> N/A	Color Elevations and Renderings
<input type="checkbox"/> N/A	Floor Plans
<input type="checkbox"/> N/A	Grading Plans
<input type="checkbox"/> N/A	Slope Density Map
<input type="checkbox"/> N/A	Site Plans
<input type="checkbox"/> N/A	Lighting Plan
<input type="checkbox"/> N/A	Materials Board
<input type="checkbox"/>	Planning Documentation
6_0 Landscape Development Package	
<input type="checkbox"/> N/A	Conceptual Landscape and Irrigation Plans
<input type="checkbox"/> N/A	Revegetation
<input type="checkbox"/> N/A	Erosion Control
<input type="checkbox"/> N/A	Brush Management Plan
7_0 Tentative Subdivision/Parcel Map	
<input type="checkbox"/> N/A	Tentative Subdivision/Parcel Map
8_0 Technical Studies	
<input type="checkbox"/> N/A	Hydrology Reports
<input type="checkbox"/> N/A	Soils/Geotechnical Study
<input type="checkbox"/> N/A	Other
9_0 Environmental Review	
<input type="checkbox"/>	Environmental Questionnaire I
10_0 Fees & Deposits	
<input type="checkbox"/>	Fees & Deposits

CONDITIONAL USE PERMIT

A Conditional Use Permit (CUP) allows for flexibility with the City's Zoning Ordinance and may permit uses on land that would not otherwise be permitted by the applicable zone. They are required for uses which could have potential adverse effects on surrounding properties and require special site or design requirements, and may include imposition of special conditions of approval.

Electronic Files to be named per the Section Number & Item Description (i.e., 1_0_Application_date). Date = yyyyymmdd (i.e., 20190512).

Description	
1_0 General Application Package	
<input type="checkbox"/>	Application
<input type="checkbox"/>	Statement of Operations
<input type="checkbox"/>	Proof of Ownership
<input type="checkbox"/>	Disclosure Statement of Ownership Interest
<input type="checkbox"/>	Indemnification Agreement
<input type="checkbox"/>	Hazardous Waste Substance Disclosure Statement
<input type="checkbox"/>	CAP Worksheet and Greenhouse Gas Threshold
<input type="checkbox"/>	Project Information for Traffic Analyses – Form TIA-1
<input type="checkbox"/>	Applicability of Storm Water Best Management Practices (BMP)
<input type="checkbox"/>	Storm Water Quality Management Plan (SWQMP)
<input type="checkbox"/> N/A	Statement of Justification
2_0 Photographic Survey	
<input type="checkbox"/>	Photographic Survey
3_0 Public Notice Package	
<input type="checkbox"/>	Radius Map
<input type="checkbox"/>	APN Names and Mailing Addresses List
<input type="checkbox"/>	Owner & Occupant Electronic Spreadsheet File
<input type="checkbox"/>	Public Notice Package Certification
<input type="checkbox"/>	Photo of Notice of Permit Application Sign <i>(Submit within 7 days of application submittal)</i>
<input type="checkbox"/>	Notice of Permit Application Certification of Posting <i>(Submit within 7 days of application submittal)</i>
<input type="checkbox"/>	Public Notice Package Fee
4_0 Title Report	
<input type="checkbox"/>	Title Report
5_0 Development Plan Package	
<input type="checkbox"/>	Architectural Elevations
<input type="checkbox"/>	Color Elevations and Renderings
<input type="checkbox"/>	Floor Plans
<input type="checkbox"/>	Grading Plans
<input type="checkbox"/> N/A	Slope Density Map
<input type="checkbox"/>	Site Plans
<input type="checkbox"/>	Lighting Plan
<input type="checkbox"/>	Materials Board
<input type="checkbox"/> N/A	Planning Documentation
6_0 Landscape Development Package	
<input type="checkbox"/>	Conceptual Landscape and Irrigation Plans
<input type="checkbox"/>	Revegetation ** <i>(May be required depending on proposal)</i>
<input type="checkbox"/>	Brush Management Plan ** <i>(May be required depending on proposal)</i>
7_0 Tentative Subdivision/Parcel Map	
<input type="checkbox"/> N/A	Tentative Subdivision/Parcel Map
8_0 Technical Studies	
<input type="checkbox"/>	Hydrology Reports
<input type="checkbox"/>	Soils/Geotechnical Study
<input type="checkbox"/>	Other
9_0 Environmental Review	
<input type="checkbox"/>	Environmental Questionnaire
10_0 Fees & Deposits	
<input type="checkbox"/>	Fees & Deposits



DIRECTOR'S PERMIT

A Director's Permit (DP) allows the Planning Division Manager to administratively review the location, site development and/or conduct of certain land uses. A Director's Permit is only available where the use is authorized as a DP pursuant to the Zone in which the property lies.

Electronic Files to be named per the Section Number & Item Description (i.e., 1_0_Application_date). Date = yyyymmdd (i.e., 20190512).

	Description
1_0 General Application Package	
<input type="checkbox"/>	Application
<input type="checkbox"/>	Statement of Operations
<input type="checkbox"/>	Proof of Ownership
<input type="checkbox"/>	Disclosure Statement of Ownership Interest
<input type="checkbox"/>	Indemnification Agreement
<input type="checkbox"/>	Hazardous Waste Substance Disclosure Statement
<input type="checkbox"/>	CAP Worksheet and Greenhouse Gas Threshold
<input type="checkbox"/>	Project Information for Traffic Analyses – Form TIA-1
<input type="checkbox"/>	Applicability of Storm Water Best Management Practices (BMP)
<input type="checkbox"/>	Storm Water Quality Management Plan (SWQMP)
<input type="checkbox"/>	Statement of Justification
2_0 Photographic Survey	
<input type="checkbox"/>	Photographic Survey
3_0 Public Notice Package	
<input type="checkbox"/>	Radius Map
<input type="checkbox"/>	APN Names and Mailing Addresses List
<input type="checkbox"/>	Owner & Occupant Electronic Spreadsheet File
<input type="checkbox"/>	Public Notice Package Certification
<input type="checkbox"/>	Photo of Notice of Permit Application Sign <i>(Submit within 7 days of application submittal)</i>
<input type="checkbox"/>	Notice of Permit Application Certification of Posting <i>(Submit within 7 days of application submittal)</i>
<input type="checkbox"/>	Public Notice Package Fee
4_0 Title Report	
<input type="checkbox"/>	Title Report
5_0 Development Plan Package	
<input type="checkbox"/>	Architectural Elevations
<input type="checkbox"/>	Color Elevations and Renderings
<input type="checkbox"/>	Floor Plans
<input type="checkbox"/>	Grading Plans
<input type="checkbox"/>	Slope Density Map
<input type="checkbox"/>	Site Plans
<input type="checkbox"/>	Lighting Plan
<input type="checkbox"/>	Materials Board
<input type="checkbox"/>	Planning Documentation
6_0 Landscape Development Package	
<input type="checkbox"/>	Conceptual Landscape and Irrigation Plans
<input type="checkbox"/>	Revegetation** <i>(May be required depending on proposal)</i>
<input type="checkbox"/>	Brush Management Plan** <i>(May be required depending on proposal)</i>
7_0 Tentative Subdivision/Parcel Map	
<input type="checkbox"/>	Tentative Subdivision/Parcel Map
8_0 Technical Studies	
<input type="checkbox"/>	Hydrology Reports
<input type="checkbox"/>	Soils/Geotechnical Study
<input type="checkbox"/>	Other
9_0 Environmental Review	
<input type="checkbox"/>	Environmental Questionnaire
10_0 Fees & Deposits	
<input type="checkbox"/>	Fees & Deposits



PREZONE

A Prezone (PZ) is the process of establishing the most appropriate zoning for land that is intended to be annexed into the City of San Marcos.

Electronic Files to be named per the Section Number & Item Description (i.e., 1_0_Application_date). Date = yyyymmdd (i.e., 20190512).

Description	
1_0 General Application Package	
<input type="checkbox"/>	Application
<input type="checkbox"/> N/A	Statement of Operations
<input type="checkbox"/>	Proof of Ownership
<input type="checkbox"/>	Disclosure Statement of Ownership Interest
<input type="checkbox"/>	Indemnification Agreement
<input type="checkbox"/>	Hazardous Waste Substance Disclosure Statement
<input type="checkbox"/>	CAP Worksheet and Greenhouse Gas Threshold
<input type="checkbox"/>	Project Information for Traffic Analyses – Form TIA-1
<input type="checkbox"/>	Applicability of Storm Water Best Management Practices (BMP)
<input type="checkbox"/> N/A	Storm Water Quality Management Plan (SWQMP)
<input type="checkbox"/> N/A	Statement of Justification
2_0 Photographic Survey	
<input type="checkbox"/> N/A	Photographic Survey
3_0 Public Notice Package	
<input type="checkbox"/>	Radius Map
<input type="checkbox"/>	APN Names and Mailing Addresses List
<input type="checkbox"/>	Owner & Occupant Electronic Spreadsheet File
<input type="checkbox"/>	Public Notice Package Certification
<input type="checkbox"/>	Photo of Notice of Permit Application Sign <i>(Submit within 7 days of application submittal)</i>
<input type="checkbox"/>	Notice of Permit Application Certification of Posting <i>(Submit within 7 days of application submittal)</i>
<input type="checkbox"/>	Public Notice Package Fee
4_0 Title Report	
<input type="checkbox"/>	Title Report
5_0 Development Plan Package	
<input type="checkbox"/> N/A	Architectural Elevations
<input type="checkbox"/> N/A	Color Elevations and Renderings
<input type="checkbox"/> N/A	Floor Plans
<input type="checkbox"/> N/A	Grading Plans
<input type="checkbox"/> N/A	Slope Density Map
<input type="checkbox"/> N/A	Site Plans
<input type="checkbox"/> N/A	Lighting Plan
<input type="checkbox"/> N/A	Materials Board
<input type="checkbox"/>	Planning Documentation
6_0 Landscape Development Package	
<input type="checkbox"/> N/A	Conceptual Landscape and Irrigation Plans
<input type="checkbox"/> N/A	Revegetation
<input type="checkbox"/> N/A	Brush Management Plan
7_0 Tentative Subdivision/Parcel Map	
<input type="checkbox"/> N/A	Tentative Subdivision/Parcel Map
8_0 Technical Studies	
<input type="checkbox"/> N/A	Hydrology Reports
<input type="checkbox"/> N/A	Soils/Geotechnical Study
<input type="checkbox"/> N/A	Other
9_0 Environmental Review	
<input type="checkbox"/>	Environmental Questionnaire
10_0 Fees & Deposits	
<input type="checkbox"/>	Fees & Deposits



REZONE

A Rezone (R) is an action used to reclassify the zoning on a particular parcel or group of parcels to allow a change in permitted land uses or the intensity or density of uses. This includes the reclassification of a Transition Zone property to the Future Zone as further described in SMMC §20.235.

Electronic Files to be named per the Section Number & Item Description (i.e., 1_0_Application_date). Date = yyyyymmdd (i.e., 20190512).

Description	
1_0 General Application Package	
	Application
N/A	Statement of Operations
	Proof of Ownership
	Disclosure Statement of Ownership Interest
	Indemnification Agreement
	Hazardous Waste Substance Disclosure Statement
	CAP Worksheet and Greenhouse Gas Threshold
	Project Information for Traffic Analyses – Form TIA-1
	Applicability of Storm Water Best Management Practices (BMP)
N/A	Storm Water Quality Management Plan (SWQMP)
N/A	Statement of Justification
2_0 Photographic Survey	
N/A	Photographic Survey
3_0 Public Notice Package	
	Radius Map
	APN Names and Mailing Addresses List
	Owner & Occupant Electronic Spreadsheet File
	Public Notice Package Certification
	Photo of Notice of Permit Application Sign (Submit within 7 days of application submittal)
	Notice of Permit Application Certification of Posting (Submit within 7 days of application submittal)
	Public Notice Package Fee
4_0 Title Report	
	Title Report
5_0 Development Plan Package	
N/A	Architectural Elevations
N/A	Color Elevations and Renderings
N/A	Floor Plans
N/A	Grading Plans
N/A	Slope Density Map
N/A	Site Plans
N/A	Lighting Plan
N/A	Materials Board
	Planning Documentation
6_0 Landscape Development Package	
N/A	Conceptual Landscape and Irrigation Plans
N/A	Revegetation
N/A	Brush Management Plan
7_0 Tentative Subdivision/Parcel Map	
N/A	Tentative Subdivision/Parcel Map
8_0 Technical Studies	
N/A	Hydrology Reports
N/A	Soils/Geotechnical Study
N/A	Other
9_0 Environmental Review	
	Environmental Questionnaire
10_0 Fees & Deposits	
	Fees & Deposits



RIDGELINE DEVELOPMENT PERMIT/ROZ MODIFICATION

A Ridgeline Development Permit is required for a proposed Tentative Subdivision Map or Tentative Parcel Map in the Ridgeline Overlay Zone (ROZ) per SMMC §20.260. A ROZ Modification is required where deviation from the standards is needed per Section 20.260.080.

Electronic Files to be named per the Section Number & Item Description (i.e., 1_0_Application_date). Date = yyyyymmdd (i.e., 20190512).

Description	
1_0 General Application Package	
<input type="checkbox"/>	Application
<input type="checkbox"/>	Statement of Operations
<input type="checkbox"/>	Proof of Ownership
<input type="checkbox"/>	Disclosure Statement of Ownership Interest
<input type="checkbox"/>	Indemnification Agreement
<input type="checkbox"/>	Hazardous Waste Substance Disclosure Statement
<input type="checkbox"/>	CAP Worksheet and Greenhouse Gas Threshold
<input type="checkbox"/>	Project Information for Traffic Analyses – Form TIA-1
<input type="checkbox"/>	Applicability of Storm Water Best Management Practices (BMP)
<input type="checkbox"/>	Storm Water Quality Management Plan (SWQMP)
<input type="checkbox"/>	Statement of Justification
2_0 Photographic Survey	
<input type="checkbox"/>	Photographic Survey
3_0 Public Notice Package	
<input type="checkbox"/>	Radius Map
<input type="checkbox"/>	APN Names and Mailing Addresses List
<input type="checkbox"/>	Owner & Occupant Electronic Spreadsheet File
<input type="checkbox"/>	Public Notice Package Certification
<input type="checkbox"/>	Photo of Notice of Permit Application Sign <i>(Submit within 7 days of application submittal)</i>
<input type="checkbox"/>	Notice of Permit Application Certification of Posting <i>(Submit within 7 days of application submittal)</i>
<input type="checkbox"/>	Public Notice Package Fee
4_0 Title Report	
<input type="checkbox"/>	Title Report
5_0 Development Plan Package	
<input type="checkbox"/>	Architectural Elevations
<input type="checkbox"/>	Color Elevations and Renderings
<input type="checkbox"/>	Floor Plans
<input type="checkbox"/>	Grading Plans
<input type="checkbox"/>	Slope Density Map
<input type="checkbox"/>	Site Plans
<input type="checkbox"/>	Lighting Plan** <i>May be required depending on proposal</i>
<input type="checkbox"/>	Materials Board
<input type="checkbox"/>	Planning Documentation
6_0 Landscape Development Package	
<input type="checkbox"/>	Conceptual Landscape and Irrigation Plans
<input type="checkbox"/>	Revegetation** <i>(May be required depending on proposal)</i>
<input type="checkbox"/>	Brush Management Plan** <i>(May be required depending on proposal)</i>
7_0 Tentative Subdivision/Parcel Map	
<input type="checkbox"/>	Tentative Subdivision/Parcel Map
8_0 Technical Studies	
<input type="checkbox"/>	Hydrology Reports
<input type="checkbox"/>	Soils/Geotechnical Study
<input type="checkbox"/>	Other
9_0 Environmental Review	
<input type="checkbox"/>	Environmental Questionnaire
10_0 Fees & Deposits	
<input type="checkbox"/>	Fees & Deposits



SITE DEVELOPMENT PLAN/MODIFICATION

Site Development Plan (SDP) review is a discretionary review process where proposed development is reviewed for compliance with the City's Zoning Ordinance, General Plan, and other applicable Specific Plans, ordinances, and regulations. SDP review is required for new development and expansions in Commercial, Industrial, Business Park, Mixed Use, and applicable Specific Plan Areas.

Electronic Files to be named per the Section Number & Item Description (i.e., 1_0_Application_date). Date = yyyyymmdd (i.e., 20190512).

Description	
1_0 General Application Package	
<input type="checkbox"/>	Application
<input type="checkbox"/> N/A	Statement of Operations
<input type="checkbox"/>	Proof of Ownership
<input type="checkbox"/>	Disclosure Statement of Ownership Interest
<input type="checkbox"/>	Indemnification Agreement
<input type="checkbox"/>	Hazardous Waste Substance Disclosure Statement
<input type="checkbox"/>	CAP Worksheet and Greenhouse Gas Threshold
<input type="checkbox"/>	Project Information for Traffic Analyses – Form TIA-1
<input type="checkbox"/>	Applicability of Storm Water Best Management Practices (BMP)
<input type="checkbox"/>	Storm Water Quality Management Plan (SWQMP)
<input type="checkbox"/> N/A	Statement of Justification
2_0 Photographic Survey	
<input type="checkbox"/>	Photographic Survey
3_0 Public Notice Package	
<input type="checkbox"/>	Radius Map
<input type="checkbox"/>	APN Names and Mailing Addresses List
<input type="checkbox"/>	Owner & Occupant Electronic Spreadsheet File
<input type="checkbox"/>	Public Notice Package Certification
<input type="checkbox"/>	Photo of Notice of Permit Application Sign <i>(Submit within 7 days of application submittal)</i>
<input type="checkbox"/>	Notice of Permit Application Certification of Posting <i>(Submit within 7 days of application submittal)</i>
<input type="checkbox"/>	Public Notice Package Fee
4_0 Title Report	
<input type="checkbox"/>	Title Report
5_0 Development Plan Package	
<input type="checkbox"/>	Architectural Elevations
<input type="checkbox"/>	Color Elevations and Renderings
<input type="checkbox"/>	Floor Plans
<input type="checkbox"/>	Grading Plans
<input type="checkbox"/> N/A	Slope Density Map
<input type="checkbox"/>	Site Plans
<input type="checkbox"/>	Lighting Plan
<input type="checkbox"/>	Materials Board
<input type="checkbox"/> N/A	Planning Documentation
6_0 Landscape Development Package	
<input type="checkbox"/>	Conceptual Landscape and Irrigation Plans
<input type="checkbox"/>	Revegetation** <i>(May be required depending on proposal)</i>
<input type="checkbox"/>	Brush Management Plan** <i>(May be required depending on proposal)</i>
7_0 Tentative Subdivision/Parcel Map	
<input type="checkbox"/> N/A	Tentative Subdivision/Parcel Map
8_0 Technical Studies	
<input type="checkbox"/>	Hydrology Reports
<input type="checkbox"/>	Soils/Geotechnical Study
<input type="checkbox"/>	Other
9_0 Environmental Review	
<input type="checkbox"/>	Environmental Questionnaire
10_0 Fees & Deposits	
<input type="checkbox"/>	Fees & Deposits



MULTI-FAMILY SITE DEVELOPMENT PLAN/MODIFICATION

Multi-Family Site Development Plan (MFSDP) review is a process intended to ensure consistency and quality of development for apartment and condominium projects located in the Multi-Family Residential Zones.

Electronic Files to be named per the Section Number & Item Description (i.e., 1_0_Application_date). Date = yyyyymmdd (i.e., 20190512).

Description	
1_0 General Application Package	
<input type="checkbox"/>	Application
<input type="checkbox"/> N/A	Statement of Operations
<input type="checkbox"/>	Proof of Ownership
<input type="checkbox"/>	Disclosure Statement of Ownership Interest
<input type="checkbox"/>	Indemnification Agreement
<input type="checkbox"/>	Hazardous Waste Substance Disclosure Statement
<input type="checkbox"/>	CAP Worksheet and Greenhouse Gas Threshold
<input type="checkbox"/>	Project Information for Traffic Analyses – Form TIA-1
<input type="checkbox"/>	Applicability of Storm Water Best Management Practices (BMP)
<input type="checkbox"/>	Storm Water Quality Management Plan (SWQMP)
<input type="checkbox"/> N/A	Statement of Justification
2_0 Photographic Survey	
<input type="checkbox"/>	Photographic Survey
3_0 Public Notice Package	
<input type="checkbox"/>	Radius Map
<input type="checkbox"/>	APN Names and Mailing Addresses List
<input type="checkbox"/>	Owner & Occupant Electronic Spreadsheet File
<input type="checkbox"/>	Public Notice Package Certification
<input type="checkbox"/>	Photo of Notice of Permit Application Sign <i>(Submit within 7 days of application submittal)</i>
<input type="checkbox"/>	Notice of Permit Application Certification of Posting <i>(Submit within 7 days of application submittal)</i>
<input type="checkbox"/>	Public Notice Package Fee
4_0 Title Report	
<input type="checkbox"/>	Title Report
5_0 Development Plan Package	
<input type="checkbox"/>	Architectural Elevations
<input type="checkbox"/>	Color Elevations and Renderings
<input type="checkbox"/>	Floor Plans
<input type="checkbox"/>	Grading Plans
<input type="checkbox"/> N/A	Slope Density Map
<input type="checkbox"/>	Site Plans
<input type="checkbox"/>	Lighting Plan
<input type="checkbox"/>	Materials Board
<input type="checkbox"/> N/A	Planning Documentation
6_0 Landscape Development Package	
<input type="checkbox"/>	Conceptual Landscape and Irrigation Plans
<input type="checkbox"/>	Revegetation** <i>(May be required depending on proposal)</i>
<input type="checkbox"/>	Brush Management Plan** <i>(May be required depending on proposal)</i>
7_0 Tentative Subdivision/Parcel Map	
<input type="checkbox"/> N/A	--- Tentative Subdivision/Parcel Map
8_0 Technical Studies	
<input type="checkbox"/>	Hydrology Reports
<input type="checkbox"/>	Soils/Geotechnical Study
<input type="checkbox"/>	Other
9_0 Environmental Review	
<input type="checkbox"/>	Environmental Questionnaire
10_0 Fees & Deposits	
<input type="checkbox"/>	Fees & Deposits

SPECIFIC PLAN/SPECIFIC PLAN AMENDMENT

A Specific Plan (SP) is a regulating planning document, in the form of text and maps, site plans, tables, and other graphics, typically used for large or complex development projects to either supplement or supersede existing land use regulations, ordinances, standards, and/or guidelines for a specific area in the City. See SMMC §20.535 for required Specific Plan content. Amendments may be initiated by the City or the applicant.

Electronic Files to be named per the Section Number & Item Description (i.e., 1_0_Application_date). Date = yyyyymmdd (i.e., 20190512).

Description	
1_0 General Application Package	
	Application
N/A	Statement of Operations
	Proof of Ownership
	Disclosure Statement of Ownership Interest
	Indemnification Agreement
	Hazardous Waste Substance Disclosure Statement
	CAP Worksheet and Greenhouse Gas Threshold
	Project Information for Traffic Analyses – Form TIA-1
	Applicability of Storm Water Best Management Practices (BMP)
N/A	Storm Water Quality Management Plan (SWQMP)
N/A	Statement of Justification
2_0 Photographic Survey	
N/A	Photographic Survey
3_0 Public Notice Package	
	Radius Map
	APN Names and Mailing Addresses List
	Owner & Occupant Electronic Spreadsheet File
	Public Notice Package Certification
	Photo of Notice of Permit Application Sign <i>(Submit within 7 days of application submittal)</i>
	Notice of Permit Application Certification of Posting <i>(Submit within 7 days of application submittal)</i>
	Public Notice Package Fee
4_0 Title Report	
	Title Report
5_0 Development Plan Package	
N/A	Architectural Elevations
N/A	Color Elevations and Renderings
N/A	Floor Plans
N/A	Grading Plans
N/A	Slope Density Map
N/A	Site Plans
N/A	Lighting Plan
N/A	Materials Board
	Planning Documentation
6_0 Landscape Development Package	
N/A	Conceptual Landscape and Irrigation Plans
N/A	Revegetation
N/A	Brush Management Plan
7_0 Tentative Subdivision/Parcel Map	
N/A	Tentative Subdivision/Parcel Map
8_0 Technical Studies	
N/A	Hydrology Reports
N/A	Soils/Geotechnical Study
N/A	Other
9_0 Environmental Review	
	Environmental Questionnaire
10_0 Fees & Deposits	
	Fees & Deposits

SUBSTANTIAL CONFORMANCE

Substantial Conformance (SC) is a procedure to review changes proposed for a project, following approval by the Development Services Department, Planning Commission, or City Council. It is used to determine whether the project remains in conformance with its original permit approval. Project changes found to be in substantial conformance may be authorized administratively.

Electronic Files to be named per the Section Number & Item Description (i.e., 1_0_Application_date). Date = yyyymmdd (i.e., 20190512).

Description	
1_0 General Application Package	
	Application
N/A	Statement of Operations
	Proof of Ownership
	Disclosure Statement of Ownership Interest
	Indemnification Agreement
	Hazardous Waste Substance Disclosure Statement
N/A	CAP Worksheet and Greenhouse Gas Threshold
N/A	Project Information for Traffic Analyses – Form TIA-1
	Applicability of Storm Water Best Management Practices (BMP)
	Storm Water Quality Management Plan (SWQMP)*
N/A	Statement of Justification
2_0 Photographic Survey	
N/A	Photographic Survey
3_0 Public Notice Package	
N/A	Radius Map
N/A	APN Names and Mailing Addresses List
N/A	Owner & Occupant Electronic Spreadsheet File
N/A	Public Notice Package Certification
N/A	Photo of Notice of Permit Application Sign
N/A	Notice of Permit Application Certification of Posting
N/A	Public Notice Package Fee
4_0 Title Report	
N/A	Title Report
5_0 Development Plan Package	
	Architectural Elevations* <i>(Required if proposed to be changed)</i>
	Color Elevations and Renderings* <i>(Required if proposed to be changed)</i>
	Floor Plans* <i>(Required if proposed to be changed)</i>
	Grading Plans* <i>(Required if proposed to be changed)</i>
N/A	Slope Density Map
	Site Plans
	Lighting Plan* <i>(Required if proposed to be changed)</i>
	Materials Board* <i>(Required if proposed to be changed)</i>
N/A	Planning Documentation
6_0 Landscape Development Package	
	Conceptual Landscape and Irrigation Plans* <i>(Required if proposed to be changed)</i>
	Revegetation* <i>(Required if proposed to be changed)</i>
	Brush Management Plan* <i>(Required if proposed to be changed)</i>
7_0 Tentative Subdivision/Parcel Map	
N/A	Tentative Subdivision/Parcel Map
8_0 Technical Studies	
N/A	Hydrology Reports
N/A	Soils/Geotechnical Study
N/A	Other
9_0 Environmental Review	
	Environmental Questionnaire
10_0 Fees & Deposits	
	Fees & Deposits



TENTATIVE PARCEL MAP/TPM REVISION

A Tentative Parcel Map (TPM) is required when subdividing an existing lot or parcel of land into four (4) or fewer parcels. A Tentative Parcel Map Revision is an action that would allow a subdivider to revise or alter a proposed subdivision for which a tentative parcel map has previously been approved.

Electronic Files to be named per the Section Number & Item Description (i.e., 1_0_Application_date). Date = yyyyymmdd (i.e., 20190512).

Description	
1_0 General Application Package	
	Application
N/A	Statement of Operations
	Proof of Ownership
	Disclosure Statement of Ownership Interest
	Indemnification Agreement
	Hazardous Waste Substance Disclosure Statement
	CAP Worksheet and Greenhouse Gas Threshold
	Project Information for Traffic Analyses – Form TIA-1
	Applicability of Storm Water Best Management Practices (BMP)
	Storm Water Quality Management Plan (SWQMP)
N/A	Statement of Justification
2_0 Photographic Survey	
	Photographic Survey
3_0 Public Notice Package	
	Radius Map
	APN Names and Mailing Addresses List
	Owner & Occupant Electronic Spreadsheet File
	Public Notice Package Certification
	Photo of Notice of Permit Application Sign <i>(Submit within 7 days of application submittal)</i>
	Notice of Permit Application Certification of Posting <i>(Submit within 7 days of application submittal)</i>
	Public Notice Package Fee
4_0 Title Report	
	Title Report
5_0 Development Plan Package	
N/A	Architectural Elevations
N/A	Color Elevations and Renderings
N/A	Floor Plans
	Grading Plans
	Slope Density Map <i>(Required if stipulated by zone)</i>
N/A	Site Plans
N/A	Lighting Plan
N/A	Materials Board
N/A	Planning Documentation
6_0 Landscape Development Package	
	Conceptual Landscape and Irrigation Plans
	Revegetation** <i>(May be required depending on proposal)</i>
	Brush Management Plan** <i>(May be required depending on proposal)</i>
7_0 Tentative Subdivision/Parcel Map	
	Tentative Subdivision/Parcel Map
8_0 Technical Studies	
	Hydrology Reports
	Soils/Geotechnical Study
	Other
9_0 Environmental Review	
	Environmental Questionnaire
10_0 Fees & Deposits	
	Fees & Deposits



TENTATIVE SUBDIVISION MAP/TSM REVISION

A Tentative Subdivision Map (TSM) is required for subdividing an existing lot or parcel of land into five (5) or more lots. A Tentative Subdivision Map Revision is an action that would allow a subdivider to revise or alter a proposed subdivision for which a tentative subdivision map has previously been approved.

Electronic Files to be named per the Section Number & Item Description (i.e., 1_0_Application_date). Date = yyyymmdd (i.e., 20190512).

Description	
1_0 General Application Package	
	Application
N/A	Statement of Operations
	Proof of Ownership
	Disclosure Statement of Ownership Interest
	Indemnification Agreement
	Hazardous Waste Substance Disclosure Statement
	CAP Worksheet and Greenhouse Gas Threshold
	Project Information for Traffic Analyses – Form TIA-1
	Applicability of Storm Water Best Management Practices (BMP)
	Storm Water Quality Management Plan (SWQMP)
N/A	Statement of Justification
2_0 Photographic Survey	
	Photographic Survey
3_0 Public Notice Package	
	Radius Map
	APN Names and Mailing Addresses List
	Owner & Occupant Electronic Spreadsheet File
	Public Notice Package Certification
	Photo of Notice of Permit Application Sign <i>(Submit within 7 days of application submittal)</i>
	Notice of Permit Application Certification of Posting <i>(Submit within 7 days of application submittal)</i>
	Public Notice Package Fee
4_0 Title Report	
	Title Report
5_0 Development Plan Package	
N/A	Architectural Elevations
N/A	Color Elevations and Renderings
N/A	Floor Plans
	Grading Plans
	Slope Density Map <i>(Required if stipulated by zone)</i>
N/A	Site Plans
N/A	Lighting Plan
N/A	Materials Board
N/A	Planning Documentation
6_0 Landscape Development Package	
	Conceptual Landscape and Irrigation Plans
	Revegetation** <i>(May be required depending on proposal)</i>
	Brush Management Plan** <i>(May be required depending on proposal)</i>
7_0 Tentative Subdivision/Parcel Map	
	Tentative Subdivision/Parcel Map
8_0 Technical Studies	
	Hydrology Reports
	Soils/Geotechnical Study
	Other
9_0 Environmental Review	
	Environmental Questionnaire
10_0 Fees & Deposits	
	Fees & Deposits



TENTATIVE MAP EXTENSION

A Tentative Map Extension is an action that would allow a subdivider to extend the expiration date of an approved or conditionally approved Tentative Parcel Map (TPM) or Tentative Subdivision Map (TSM).

Electronic Files to be named per the Section Number & Item Description (i.e., 1_0_Application_date). Date = yyyyymmdd (i.e., 20190512).

Description	
1_0 General Application Package	
	Application
N/A	Statement of Operations
	Proof of Ownership
	Disclosure Statement of Ownership Interest
	Indemnification Agreement
	Hazardous Waste Substance Disclosure Statement
N/A	CAP Worksheet and Greenhouse Gas Threshold
N/A	Project Information for Traffic Analyses – Form TIA-1
	Applicability of Storm Water Best Management Practices (BMP)
N/A	Storm Water Quality Management Plan (SWQMP)
N/A	Statement of Justification
2_0 Photographic Survey	
	Photographic Survey
3_0 Public Notice Package	
N/A	Radius Map
N/A	APN Names and Mailing Addresses List
N/A	Owner & Occupant Electronic Spreadsheet File
N/A	Public Notice Package Certification
N/A	Photo of Notice of Permit Application Sign
N/A	Notice of Permit Application Certification of Posting
N/A	Public Notice Package Fee
4_0 Title Report	
	Title Report
5_0 Development Plan Package	
N/A	Architectural Elevations
N/A	Color Elevations and Renderings
N/A	Floor Plans
N/A	Grading Plans
N/A	Slope Density Map
N/A	Site Plans
N/A	Lighting Plan
N/A	Materials Board
N/A	Planning Documentation
6_0 Landscape Development Package	
N/A	Conceptual Landscape and Irrigation Plans
N/A	Revegetation
N/A	Brush Management Plan
7_0 Tentative Subdivision/Parcel Map	
	Tentative Subdivision/Parcel Map
8_0 Technical Studies	
N/A	Hydrology Reports
N/A	Soils/Geotechnical Study
N/A	Other
9_0 Environmental Review	
N/A	Environmental Questionnaire
10_0 Fees & Deposits	
	Fees & Deposits

VARIANCE

A Variance (V) is an approval granted to a property or project that allows construction or development that does not conform to one or more zoning regulations. A variance may only be granted when it is found that practical difficulties, unnecessary hardship or results inconsistent with the general purposes of the Zoning Ordinance would otherwise occur.

Electronic Files to be named per the Section Number & Item Description (i.e., 1_0_Application_date). Date = yyyyymmdd (i.e., 20190512).

Description	
1_0 General Application Package	
<input type="checkbox"/>	Application
<input type="checkbox"/>	Statement of Operations
<input type="checkbox"/>	Proof of Ownership
<input type="checkbox"/>	Disclosure Statement of Ownership Interest
<input type="checkbox"/>	Indemnification Agreement
<input type="checkbox"/>	Hazardous Waste Substance Disclosure Statement
<input type="checkbox"/>	CAP Worksheet and Greenhouse Gas Threshold
<input type="checkbox"/>	Project Information for Traffic Analyses – Form TIA-1
<input type="checkbox"/>	Applicability of Storm Water Best Management Practices (BMP)
<input type="checkbox"/>	Storm Water Quality Management Plan (SWQMP)
<input type="checkbox"/>	Statement of Justification
2_0 Photographic Survey	
<input type="checkbox"/>	Photographic Survey
3_0 Public Notice Package	
<input type="checkbox"/>	Radius Map
<input type="checkbox"/>	APN Names and Mailing Addresses List
<input type="checkbox"/>	Owner & Occupant Electronic Spreadsheet File
<input type="checkbox"/>	Public Notice Package Certification
<input type="checkbox"/>	Photo of Notice of Permit Application Sign <i>(Submit within 7 days of application submittal)</i>
<input type="checkbox"/>	Notice of Permit Application Certification of Posting <i>(Submit within 7 days of application submittal)</i>
<input type="checkbox"/>	Public Notice Package Fee
4_0 Title Report	
<input type="checkbox"/>	Title Report
5_0 Development Plan Package	
<input type="checkbox"/>	Architectural Elevations** <i>(May be required depending on proposal)</i>
<input type="checkbox"/>	Color Elevations and Renderings
<input type="checkbox"/>	Floor Plans** <i>(May be required depending on proposal)</i>
<input type="checkbox"/>	Grading Plans** <i>(May be required depending on proposal)</i>
<input type="checkbox"/>	Slope Density Map
<input type="checkbox"/>	Site Plans
<input type="checkbox"/>	Lighting Plan
<input type="checkbox"/>	Materials Board
<input type="checkbox"/>	Planning Documentation
6_0 Landscape Development Package	
<input type="checkbox"/>	Conceptual Landscape and Irrigation Plans** <i>(May be required depending on proposal)</i>
<input type="checkbox"/>	Revegetation** <i>(May be required depending on proposal)</i>
<input type="checkbox"/>	Brush Management Plan** <i>(May be required depending on proposal)</i>
7_0 Tentative Subdivision/Parcel Map	
<input type="checkbox"/>	Tentative Subdivision/Parcel Map
8_0 Technical Studies	
<input type="checkbox"/>	Hydrology Reports** <i>(May be required depending on proposal)</i>
<input type="checkbox"/>	Soils/Geotechnical Study** <i>(May be required depending on proposal)</i>
<input type="checkbox"/>	Other** <i>(May be required depending on proposal)</i>
9_0 Environmental Review	
<input type="checkbox"/>	Environmental Questionnaire
10_0 Fees & Deposits	
<input type="checkbox"/>	Fees & Deposits



GRADING VARIANCE

A Grading Variance (GV) is an approval granted to allow a project to deviate from the standard grading criteria as set forth by City Council Resolution.

Description	
1_0 General Application Package	
	Application
N/A	Statement of Operations
	Proof of Ownership
	Disclosure Statement of Ownership Interest
	Indemnification Agreement
	Hazardous Waste Substance Disclosure Statement
	CAP Worksheet and Greenhouse Gas Threshold
N/A	Project Information for Traffic Analyses – Form TIA-1
	Applicability of Storm Water Best Management Practices (BMP)
	Storm Water Quality Management Plan (SWQMP)
	Statement of Justification
2_0 Photographic Survey	
	Photographic Survey
3_0 Public Notice Package	
	Radius Map
	APN Names and Mailing Addresses List
	Owner & Occupant Electronic Spreadsheet File
	Public Notice Package Certification
	Photo of Notice of Permit Application Sign <i>(Submit within 7 days of application submittal)</i>
	Notice of Permit Application Certification of Posting <i>(Submit within 7 days of application submittal)</i>
	Public Notice Package Fee
4_0 Title Report	
	Title Report
5_0 Development Plan Package	
	Architectural Elevations** <i>(May be required depending on proposal)</i>
	Color Elevations and Renderings** <i>(May be required depending on proposal)</i>
	Floor Plans** <i>(May be required depending on proposal)</i>
	Grading Plans
N/A	Slope Density Map
	Site Plans
N/A	Lighting Plan
N/A	Materials Board
N/A	Planning Documentation
6_0 Landscape Development Package	
	Conceptual Landscape and Irrigation Plans** <i>(May be required depending on proposal)</i>
	Revegetation** <i>(May be required depending on proposal)</i>
	Brush Management Plan** <i>(May be required depending on proposal)</i>
7_0 Tentative Subdivision/Parcel Map	
N/A	Tentative Subdivision/Parcel Map
8_0 Technical Studies	
	Hydrology Reports
	Soils/Geotechnical Study
	Other** <i>(May be required depending on proposal)</i>
9_0 Environmental Review	
	Environmental Questionnaire
10_0 Fees & Deposits	
	Fees & Deposits



WIRELESS TELECOMMUNICATION FACILITY PERMIT

A Wireless Telecommunication Facility Administrative (WTFA) or Wireless Conditional Use Permit (CUP) allows for the operation of the wireless telecommunication facility, subject to the imposition of special conditions of approval.

Electronic Files to be named per the Section Number & Item Description (i.e., 1_0_Application_date). Date = yyyymmdd (i.e., 20190512).

Description	
1_0 General Application Package	
	Application
	Proof of Ownership
	Disclosure Statement of Ownership Interest
	Indemnification Agreement
	Hazardous Waste Substance Disclosure Statement
N/A	CAP Worksheet and Greenhouse Gas Threshold
N/A	Project Information for Traffic Analyses – Form TIA-1
	Applicability of Storm Water Best Management Practices (BMP)
	Storm Water Quality Management Plan (SWQMP)
2_0 Photographic Survey	
	Photographic Survey
3_0 Public Notice Package	
	Radius Map
	APN Names and Mailing Addresses List
	Owner & Occupant Electronic Spreadsheet File
	Public Notice Package Certification
	CUP Photo of Notice of Permit Application Sign <i>(Submit within 7 days of application submittal)</i>
	CUP Notice of Permit Application Certification of Posting <i>(Submit within 7 days of application submittal)</i>
	Public Notice Package Fee
4_0 Title Report	
	Title Report
5_0 Development Plan Package	
	Site Plan, Floor Plan, Architectural Elevations, and Grading Plans
	Photo Simulation with Existing/prior conditions (i.e., “Before and After Photos)
	Least Intrusive Location and Site Selection Documentation (SMMC § 20.465.060(A)(1)&(2))
	Geographic Service Area Map (SMMC § 20.465.060(A)(4))
	Photograph(s) of the Actual Facility Type Being Proposed
	Information on Any Noise Emitting Equipment or Noise Report** <i>(May be required depending on proposal)</i>
	Maintenance Plan (SMMC § 20.465.060(A)(10))
	Collocation Agreement (SMMC § 20.465.060(A)(14))
	Other:
	Other:
	Other:
6_0 Landscape Development Package	
	Conceptual Landscape and Irrigation Plans, Revegetation, and/or Brush Management Plans
7_0 Tentative Subdivision/Parcel Map	
N/A	Tentative Subdivision/Parcel Map
8_0 Technical Studies	
	Hydrology Reports
	Soils/Geotechnical Study
	Other:
9_0 Environmental Review	
	Environmental Questionnaire
10_0 Fees & Deposits	
	Fees & Deposits



APPENDIX



Appendix

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APPENDIX CONTENTS

Appendix A: General Application Package

- Application
- Disclosure Statement of Ownership Interest
- Indemnification Agreement
- Environmental Questionnaire
- Hazardous Waste Disclosure
- Climate Action Plan (CAP) Worksheet
- Project Information Form for Traffic Analyses TIA-1
- Applicability of Storm Water Best Management Practices
- Project Type Determination Checklist
- SWQMP Submittal Requirements
- Statement of Justification

Appendix B: Sample of Public Notice Map

Appendix C: Public Notice Certification

Appendix D: Sample of Notification of Permit Application Sign

Appendix E: Certification of Posting

Appendix F: Sample of Title Block

Appendix G: Sample Electronic File Naming

Appendix H: Fee Schedule



Appendix

APPENDIX A: APPLICATION

INSTRUCTIONS TO THE APPLICANT

1. Complete Parts A thru J
2. Submit Filing Fee
3. Submit items as required by Application Checklists by Permit Type
4. Make Checks Payable to: **CITY OF SAN MARCOS**

FOR DEPARTMENT USE ONLY

APPLICATION NO. _____
Related Cases _____
Planner Acceptance _____
Date _____

PART A: APPLICATION SPECIFICATION

(Fee to be inserted by staff)

<input type="checkbox"/> Administrative Appeal	\$_____	<input type="checkbox"/> Sign Program	\$_____
<input type="checkbox"/> Amendments	\$_____	<input type="checkbox"/> Site Development Plan	\$_____
<input type="checkbox"/> Conditional Use Permit	\$_____	<input type="checkbox"/> Site Development Plan Revision	\$_____
<input type="checkbox"/> Conditional Use Permit (Non Profit)	\$_____	<input type="checkbox"/> Specific Plan	\$_____
<input type="checkbox"/> Development Agreement	\$_____	<input type="checkbox"/> Substantial Conformance	\$_____
<input type="checkbox"/> Director's Permit	\$_____	<input type="checkbox"/> Tentative Parcel Map (TPM)	\$_____
<input type="checkbox"/> Environmental Impact Report	\$_____	<input type="checkbox"/> TPM Extension	\$_____
<input type="checkbox"/> Environmental Initial Study	\$_____	<input type="checkbox"/> Tentative Subdivision Map (TSM)	\$_____
<input type="checkbox"/> General Plan Amendment	\$_____	<input type="checkbox"/> TSM Extension	\$_____
<input type="checkbox"/> Grading Variance	\$_____	<input type="checkbox"/> Text Amendment (SMMC)	\$_____
<input type="checkbox"/> Multi-Family SDP	\$_____	<input type="checkbox"/> Variance – Administrative	\$_____
<input type="checkbox"/> Prezone		<input type="checkbox"/> Variance	\$_____
<input type="checkbox"/> Public Notice Package	\$_____	<input type="checkbox"/> Wireless Telecom Facility Permit – Administrative	
<input type="checkbox"/> Rezone	\$_____	<input type="checkbox"/> Wireless Telecom Facility Permit – Conditional Use Permit	\$_____
<input type="checkbox"/> Ridgeline Development Permit/ ROZ Modification	\$_____	<input type="checkbox"/> Other	\$_____

TOTAL \$_____



Appendix

PART B: DESCRIPTION OF REQUEST

(State in detail what is proposed. Use additional pages if necessary).

PART C: PROPERTY

Location of Property: _____

Assessor's Parcel Number(s): _____

Legal Description: _____

USGS Quadrangle Name(s): _____

Township: _____ Range: _____ Section(s): _____

PART D: THE APPLICANT (DEVELOPER)

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail address: _____

Are you the owner? ☐ Lessee? ☐ Agent? ☐

PART E: THE PROPERTY OWNER

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail address: _____

PART F: THE PROSPECTIVE OWNER (IF APPLICABLE)

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail address: _____

PART G: THE PROJECT MANAGER (REPRESENTATIVE FOR DEVELOPER)

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail address: _____



Appendix
PART H: THE ENGINEER

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail address: _____

PART I: THE ARCHITECT

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail address: _____

PART J: CONTACT PERSON

PLEASE INDICATE WHICH OF THE ABOVE WILL BE THE CONTACT PERSON THROUGHOUT THE PROCESSING: (D)____, (E)____, (F)____, (G)____, (H)____, (I)____.

Note: If applicable, the Applicant and/or their representative must be present at the hearing. Failure to be present may result in denial of the application. **The following electronic signature formats are acceptable: Scan of wet-signature or PDF fully digital signature.**

_____ Signature of Applicant	_____ Date
---------------------------------	---------------

Please Type your Name

_____ Signature of Property Owner*	_____ Date
---------------------------------------	---------------

Please Type your Name

*Proof of ownership may be required. Letter of consent may be provided in lieu of signature.



Appendix

DISCLOSURE STATEMENT OF OWNERSHIP INTERESTS

The following information must be disclosed on all applications:

A. List the names of all persons having a financial interest in the **application**:

_____	_____
_____	_____
_____	_____

B. List the names of all persons having any legal or equitable ownership interest in the **property** involved.

_____	_____
_____	_____
_____	_____

C. If any persons identified in A. above, is a corporation or partnership, list the names of all individuals owning more than 10% of the share in the corporation or owning any partnership interest in the partnership.

_____	_____
_____	_____
_____	_____

D. If any persons identified in A. above, is a non-profit organization or a trust, list the names of any person serving as director of the non-profit organization, trustee or trustees, beneficiary or beneficiaries.

_____	_____
_____	_____
_____	_____

(Note: "Person" means any individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver, syndicate, city, county, district or other political subdivision, or any other group or combination acting as a unit.)

Attach additional pages as necessary.



Appendix

INDEMNIFICATION AGREEMENT FOR DEVELOPMENT APPLICATIONS

Applicant submitted an application to the City of San Marcos Planning Division on _____, 20____ 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.

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.

2. Applicant agrees to 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.

3. Applicant agrees to defend, indemnify and hold harmless City, its officers, contractors, consultants, attorneys, employees and agents from and against all costs and fees incurred in additional investigation or study of, or for supplementing, redrafting, revising, or amending, any document (such as an EIR, negative declaration, specific plan, or general plan amendment) if made necessary by said proceeding and if Applicant desires to pursue such City approvals and/or clearances, after initiation of the proceeding and that are conditioned on the approval of these documents.

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.



Appendix

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: _____

(Type name)

Its: _____

(Title, if any)



Appendix

ENVIRONMENTAL QUESTIONNAIRE

(To be completed by Applicant)

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GENERAL INFORMATION

1. Name and address of developer or project applicant: _____

2. Address of project: _____
Block and Lot Number: _____
Assessor's Parcel Number: _____
3. Name, address, and telephone number of person to be contacted concerning this project:

4. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies. Indicate the application permit number for the project to which this form pertains:

5. Existing zoning district: _____
6. Proposed use of site: _____

PROJECT DESCRIPTION:

7. Site size: _____
8. Square footage: _____
9. Number of floors of construction: _____
10. Amount of off-street parking provided: _____



Appendix

11. Proposed scheduling:_____
12. Anticipated phased development?_____
13. If residential, include the number of units, type of units, unit sizes._____

14. If commercial, indicate the type, whether neighborhood, city, or regionally oriented, square footage, and loading facilities._____

15. If industrial, indicate type, estimated employment per shift, and loading facilities:_____

16. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project._____

17. If the project involves a variance, conditional use (or Director's Permit) or rezoning application, state this and indicate why the application is required._____

Are the following items applicable to the project or its effects? Discuss below all items checked yes. (Attach additional sheets as necessary).

	Yes	No
18. Change in existing features of any bays, tidelands, beaches or hills or substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
19. Change in scenic views or vistas from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
20. Change in pattern, scale or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
21. Significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
22. Change in dust, ash, smoke, fumes or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
23. Change in ocean, bay, lake stream or ground water quality or quantity, or alteration of existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
24. Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
25. Site on filled land or on slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>



Appendix

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		Yes	No
26.	Use of disposal of potentially hazardous materials, such as toxic substances flammables or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
27.	Substantial change in demand for municipal services (police, fire, water, sewage, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
28.	Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
29.	Relationship to a larger project or series of projects.	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENTAL SETTING

30. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. _____

31. Describe the surrounding properties, including information on plant and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single family, apartments, shops, industrial, etc.) and scale of development (height, frontage, setback, rear yard, etc). Attach photographs of the vicinity. ____



Appendix

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

I further understand that additional information or requirements may be necessary. I hereby waive all time limits required by law for the time it takes to provide the additional requirements.

Signature of Applicant

Date

For



Appendix

HAZARDOUS WASTE DISCLOSURE CONSULTATION OF LIST OF SITES RELATED TO HAZARDOUS WASTES

Certification of Compliance with Government Code Section 65962.5

HAZARDOUS WASTE AND SUBSTANCES STATEMENT

Pursuant to California State Government Code 65962.5f, 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 lists compiled pursuant to Government Code section 65962.5 and that the development project and any alternatives proposed in this application located at:

Street Address Assessor Parcel Number

City State Zip Code

- ☐ **Is/Are NOT** on the most recent lists compiled pursuant to Section 65962.5 of the California State Government Code
- ☐ **Is/Are** on the following most recent lists compiled pursuant to Section 65962.5 of the California State Government Code and are listed below:

	List	ID Number	Date of List
1.			
2.			
3.			
4.			
5.			

Signature of Applicant Date

Applicant's Name (Typed/Printed) Telephone Number

Address City State Zip Code

CLIMATE ACTION PLAN CONSISTENCY REVIEW CHECKLIST

INTRODUCTION

The City of San Marcos (City) adopted an updated Climate Action Plan (CAP) in December, 2020. The CAP outlines strategies and measures that the City will undertake to achieve its proportional share of State greenhouse gas (GHG) emissions reduction targets. The purpose of the CAP Consistency Checklist (Checklist), in conjunction with the CAP, is to provide a streamlined review process for all proposed development projects that are subject to discretionary review and/or trigger environmental review pursuant to the California Environmental Quality Act (CEQA).

Analysis of GHG emissions and potential climate change impacts from new development is required under CEQA. The City's CAP is a qualified greenhouse gas (GHG) emissions reduction plan in accordance with State CEQA Guidelines Section 15183.5. Pursuant to CEQA Guidelines Sections 15064(h)(3), 15130(d), and 15183(b), a project's incremental contribution to a cumulative GHG emissions effect may be determined not to be cumulatively considerable if it complies with the requirements of a CAP.

The purpose of this Checklist is to implement GHG reduction measures from the CAP that apply to new discretionary development projects. New development would demonstrate consistency with relevant CAP strategies and would not conflict with the City's ability to achieve the identified GHG reduction targets through implementation of applicable measures. Projects that are consistent with the CAP, as determined through the use of this Checklist, may rely on the CAP for the cumulative impact analysis of GHG emissions. Projects that are not consistent with the CAP must prepare a comprehensive project-specific analysis of GHG emissions, including quantification of existing and projected GHG emissions and incorporation of the measures in this Checklist to the extent feasible. Cumulative GHG impacts would be significant for any project that is not consistent with the CAP.

This Checklist may be updated periodically to incorporate new GHG reduction techniques or to comply with later amendments to the CAP or local, State, or federal law. Comprehensive updates to this Checklist will be coordinated with each CAP update. Administrative updates to the Checklist may occur regularly, as necessary for the purpose of keeping the Checklist up-to-date and implementable. Updates to the CAP Checklist associated with an update to the City's CAP would also require City Council approval and shall comply with CEQA.

APPLICABILITY AND PROCEDURES

This Checklist is required only for discretionary projects¹ that are subject to and not exempt from CEQA. Projects that are exempt from CEQA are deemed to be consistent with the City's CAP, and no further review is necessary, with the exception of a Class 32 "In-Fill Development Projects" categorical exemption (State CEQA Guidelines Section 15332), for which projects are required to demonstrate consistency with the CAP through this Checklist.

General procedures for Checklist compliance and review are described below. Specific guidance is also provided under each of the questions under Steps 1 and 2 of the Checklist.

- The City's Development Services - Planning Division reviews development applications and makes determinations regarding environmental review requirements under CEQA.
- The specific applicable requirements outlined in the Checklist shall be required as conditions of project approval.
- The project must provide written documentation and supporting evidence that demonstrate how the proposed project would implement each applicable Checklist requirement described herein to the satisfaction of the Planning Division.
- If a question in the Checklist is deemed not applicable (N/A) to a project, written documentation and evidence supporting that conclusion shall be provided to the satisfaction of the Planning Division. Each Checklist question provides the scenario(s) where checking N/A may be acceptable. If a measure is deemed not applicable for reasons other than those outlined in each question, supporting evidence will need to be provided and would be subject to Planning Division approval. A project may be determined to be inconsistent with the CAP if the N/A response is deemed to be not supported by credible evidence.
- Development projects requiring discretionary review that cannot demonstrate consistency with the CAP using this Checklist shall prepare a separate, project-level GHG analysis as part of the CEQA document prepared for the project.

¹ In this context, a project is any action that meets the definition of a "Project" in Section 15378 of the State CEQA Guidelines.

**Application Information****Contact Information**

Project No. and Name: _____
Property Address and
APN: _____

Applicant Name and Co.: _____

Contact Phone: _____ Contact Email: _____

Was a consultant retained to complete this checklist? ☐ Yes ☐ No

If Yes, complete the following:

Consultant Name: _____ Contact
Phone: _____

Company Name: _____ Contact Email: _____

Project Information

1. What is the size of the project site (acres)? _____

2. Identify all applicable proposed land uses:

☐ Residential (indicate # of single-family dwelling units): _____

☐ Residential (indicate # of multi-family dwelling units): _____

☐ Commercial (indicate total square footage): _____

☐ Industrial (indicate total square footage): _____

☐ Other (describe): _____

3. Provide a description of the project proposed. This description should match the basic project description used for the CEQA document. The description may be attached to the Checklist if there are space constraints.

STEP 1: LAND USE CONSISTENCY

The first step in this section evaluates a project's GHG emissions consistent with the City's *Guidance to Demonstrating Consistency with the City of San Marcos Climate Action Plan: For Discretionary Projects Subject to CEQA* (Guidance Document). New discretionary development projects subject to CEQA review that emit fewer than 500 metric tons of carbon dioxide equivalent (MTCO₂e) annually would not contribute considerably to cumulative climate change impacts as stated in the City's Guidance Document, and therefore, would be considered consistent with the CAP and associated emissions projections.

For projects that are subject to CAP consistency review, the next step in determining consistency is to assess the project's consistency with the growth projections used in the development of the CAP. This section allows the city to determine a project's consistency with the land use assumptions used in the CAP.

Step 1: Land Use Consistency

Checklist Item

(Check the appropriate box and provide an explanation and supporting documentation for your answer)

Yes No

<p>1. The size and type of projects listed below would emit fewer than 500 MTCO₂e per year. Based on this threshold, does the proposed project exceed these characteristics?</p> <ul style="list-style-type: none"> ▪ <u>Single Family Housing</u>: 36 dwelling units ▪ <u>Multi-Family Housing</u>: 55 dwelling units ▪ <u>Office</u>: 43,000 square feet ▪ <u>Commercial Space</u>: 20,000 square feet ▪ <u>Regional Shopping Center</u>: 18,000 square feet ▪ <u>Hotel</u>: 37 rooms ▪ <u>Restaurant (Sit-Down)</u>: 6,500 square feet ▪ <u>Restaurant (Drive-Thru, High Turnover)</u>: 2,400 square feet ▪ <u>General Light Industrial</u>: 58,000 square feet ▪ <u>University</u>: 263 students ▪ <u>Mixed-Use</u>: See <i>Guidance to Demonstrating Consistency</i> memorandum for methods to estimate mixed-use development thresholds ▪ <u>Other</u>: For project types not listed in this section the need for GHG analysis and mitigation will be made on a project-specific basis, considering the 500 MTCO₂e per year screening threshold. <p>If “Yes”, proceed to Question 2 of Step 1. If “No”, in accordance with the City’s CAP screening criteria, the project’s GHG impact is less than significant and is not subject to the measures of the CAP.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Is the proposed project consistent with the City’s existing General Plan land use designation?</p> <p>If “Yes”, proceed to Step 2. If “No”, proceed to Question 3 of Step 1</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. For projects not consistent with the existing General Plan land use designation, does the project include a General Plan Amendment that would generate GHG emissions equal to or less than estimated emissions generated under the existing designation?</p> <p>If “Yes”, proceed to Step 2 and provide estimated project emissions under both existing and proposed designation(s) for comparison. If “No”, the project’s GHG impact is potentially significant, and a GHG analysis must be prepared in accordance with the City’s Guidance Document and applicable CEQA guidelines. The project must incorporate each of the measures identified in Step 2 to mitigate cumulative GHG emissions impacts, along with other mitigation measures as necessary based on a project specific GHG analysis.. Proceed and complete a project specific GHG analysis, and Step 2 of the Checklist.</p>	<input type="checkbox"/>	<input type="checkbox"/>

STEP 2: CAP MEASURES CONSISTENCY

The second step of CAP consistency review is to evaluate a project's consistency with the applicable strategies and measures of the CAP. Each Checklist item is associated with a specific GHG reduction measure in the City's CAP. "N/A" should only be checked based on the direction provided in each Checklist Item question. All projects for which the measure is applicable must demonstrate that they would implement measures consistent with the Checklist Item, or fully substantiate how the item would be infeasible for project implementation. "N/A" responses are subject to Planning Division review and approval. If "No" is provided as a response to a question, the project would be determined to be inconsistent with the CAP and result in a significant GHG impact.



Appendix

Step 2: CAP Measures Consistency

Checklist Item

(Check the appropriate box and provide an explanation for your answer. Please use additional sheets if necessary)

Yes

No

N/A

Project Design

1. Electric Vehicle Charging Stations (Measure T-2)

Multi-Family Residential and Non-Residential: Will the project install electric vehicle charging stations (Level 2 or better) in at least five percent of the total parking spaces provided on-site?

☐☐☐

Check "N/A" if the project is a single-family residential project or would not provide any parking.

Please substantiate how the project satisfies question 1:

2. Bicycle Infrastructure (Measure T-8)

Residential and Non-Residential Projects: If the following conditions are met, would the project pay its fair-share contribution to bicycle infrastructure improvements?

- ☐ Intersection or roadway segment improvements are proposed as part of the project and,
- ☐ The City's General Plan Mobility Element identifies bicycle infrastructure improvements at any intersection(s) or roadway segment(s) that would be improved as part of the project.

☐☐☐

Check "N/A" if the conditions above would not be met.

Please substantiate how the project satisfies question 2:



Step 2: CAP Measures Consistency

Checklist Item

(Check the appropriate box and provide an explanation for your answer. Please use additional sheets if necessary)

Yes**No****N/A****3. Transportation Demand Management (Measure T-9)**

Multi-Family Residential and Non-Residential: Will the project develop and implement a TDM plan that includes, at a minimum, all of the TDM strategies listed below?

- ☐ Provide discounted monthly transit pass or provide at least 25 percent transit fare subsidy to residents/employees.
- ☐ Provide designated car-share, carpool, vanpool, and/or park-and-ride parking spaces.²
- ☐ Provide pedestrian connections between all internal uses and to all existing or planned external streets around the project site(s).
- ☐ Provide secure bicycle parking spaces or bicycle racks, showers, and clothes lockers.
- ☐ Encourage telecommuting for employees (allow one telecommute day per week or compressed work weeks) or provide a telecommute work center with common office space and equipment available to residents.

-or-

Would the project implement and monitor for four (4) years a TDM program that demonstrates an alternative transportation (i.e. carpool, public transit, bicycle, walk, telecommute) mode share of at least 29 percent³ for all residents?

☐☐☐

Check "N/A" if the project is a single-family residential project or is not subject to the City's TDM Ordinance.

Please state which measure option the project for which the project would comply and substantiate how the project satisfies question 3:

² The designated number of car-share, carpool, vanpool, and/or park-and-ride parking spaces provided at a rate equal to or greater than CALGreen minimum requirements.

³ Measure T-10 requires projects to increase alternative mode share by seven percent. The baseline mode share for alternative transportation (i.e. carpool, public transit, bicycle, walk, and telecommute) is 22 percent based on 2010 Census Data.



Appendix

Step 2: CAP Measures Consistency

Checklist Item

(Check the appropriate box and provide an explanation for your answer. Please use additional sheets if necessary)

Yes

No

N/A

4. Reduce Parking Near Transit (Measure T-12)

Multi-Family Residential: If located within a half-mile of a major transit stop⁴, would the project provide at least 27 percent fewer parking spaces than required for the same use based on the City's municipal code parking requirements?

☐☐☐

Check "N/A" if the project is a single-family residential or non-residential project.

Please substantiate how the project satisfies question 4:

5. Water Heaters (Measure E-1)

Residential: Will the project install one of, or a combination of, the following water heater types in place of natural gas water heaters?

- ☐ Electric heat pump water heater
- ☐ Instantaneous electric water heater
- ☐ Electric tank
- ☐ Solar water heater with heat pump water heater backup
- ☐ Solar water heater with electric tank backup

☐☐☐

Check "N/A" if the project is a non-residential project.

Please substantiate how the project satisfies question 5:

⁴ Major transit stop is defined as a bus or light-rail station with fixed service and 10-minute minimum headways during peak hours. Project applicants should confirm with City staff if the project site would fall within this proximity to a major transit stop.



Appendix

Step 2: CAP Measures Consistency

Checklist Item

(Check the appropriate box and provide an explanation for your answer. Please use additional sheets if necessary)

Yes

No

N/A

6. Photovoltaic Installation (Measure E-2)

Non-Residential: Will the project install photovoltaic systems with a minimum capacity of two watts per square foot of gross floor area?

☐☐☐

Check "N/A" if the project is a residential project or if installation of on-site photovoltaic would be infeasible.

Please substantiate how the project satisfies question 6:

7. Landscaping Water Use (Measure W-1)

Residential and Non-Residential: Will the project comply with the City's Water Efficient Landscape Ordinance?⁵

☐☐☐

Check "N/A" if the project is not proposing any landscaping or is not subject to the City's Water Efficient Landscape Ordinance.

Please substantiate how the project satisfies question 7:

⁵ City of San Marcos Landscape Manual: <https://www.san-marcos.net/home/showdocument?id=13984>



Appendix

Step 2: CAP Measures Consistency			
Checklist Item (Check the appropriate box and provide an explanation for your answer. Please use additional sheets if necessary)	Yes	No	N/A
<p>8. Urban Tree Canopy (Measure C-2)</p> <p><u>Single-Family Residential</u>: Will the project plant a minimum of one tree per single-family residential unit?</p> <p>-or-</p> <p><u>Multi-Family Residential and Non-Residential</u>: If the project is providing more than 10 parking spaces, will the project plant at least one tree per five parking spaces provided?</p> <p>Check "N/A" if planting the required number of trees on-site would be infeasible.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Please substantiate how the project satisfies question 8:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>			



PROJECT INFORMATION FOR TRAFFIC ANALYSES FORM TIA-1

This form is required with the initial submittal package of any traffic-generating entitlement project. Please contact engineeringdivision@san-marcos.net and/or the assigned staff with questions.

PROJECT INFORMATION

Project Name:					
Project Applicant					
Name:					
Address:					
Phone Number:		Email:			
Project Location and Context					
Project Address:					
APN(s):					
Nearest Cross Streets:					
Community Plan Area:		Land Use Designation:		Zoning Designation:	
Project Description (with Proposed Land Uses and Intensities):					
Number of Parking Spaces:		Vehicles	Accessible	Bicycles	Motorcycles
Attachments					
Attachment A – Project Vicinity Map					
Attachment B – Project Site Plan that clearly identifies the following:					
<ul style="list-style-type: none">• Land use types and quantities• Number of parking spaces provided (vehicle, ADA, bicycle, motorcycle).• Driveway locations and type (full access, partial access, right in/out only).• Pedestrian and bicycle access; on-site pedestrian circulation• Location/distance of closest existing transit stop, and proposed transit stops identified in RTIP (measured as walking distance to project entrance/or middle of parcel).					
Attachment C – Transportation Demand Management (TDM) – Identify any TDM project features/measures (see Section 2.1.4 of TIA Guidelines) (i.e. transit pass subsidies, unbundled parking, shuttle services, car share, bicycle supportive features such as repair stations, lockers, etcetera). Identify all transportation amenities. Attachment C may not be required with the initial entitlement submittal at the discretion of assigned staff.					



FORM TIA-1 CONTINUED

PRELIMINARY SCREENING INFORMATION

CEQA Transportation Analysis Screening			
Refer to Section 2.1.2 of the City Traffic Impact Analysis Guidelines . Review the exemption criteria below for each land use that applies to the project. The portion of a project that meets all of the exemption criteria in any of the applicable five categories below would be considered to have a less-than-significant VMT impact and may be screened out from requiring a CEQA transportation analysis.			Screened Out?
1	SMALL PROJECT:	Yes	No
	a. Is the Project consistent with the General Plan?		
	b. Does the Project generate fewer than 110 daily vehicle trips?		
2	AFFORDABLE HOUSING:	Yes	No
	a. Is the Project located in a Smart Growth Opportunity Area ?		
	b. Does the Project include deed-restricted affordable housing? The affordable component does not require a detailed VMT analysis.		
3	LOCAL-SERVING RETAIL AND PUBLIC FACILITIES	Yes	No
	a. Is the Project a local-serving retail project of 50,000 square feet gross floor area or less OR a local-serving public facility?		
4	ADJACENCY TO HIGH-QUALITY TRANSIT	Yes	No
	a. Does the Project meet all of the following? <ul style="list-style-type: none">Floor Area Ratio > 0.75No parking beyond minimum required by Municipal CodeConsistent with current General PlanDoes not reduce existing affordable housing		
	b. Is the Project in a high-quality transit area per TIAG Attachment B ?		
5	MAP-BASED SCREENING	Yes	No
	c. Is the Project a non-retail project? Retail projects, retail portions of a mixed-use project, and projects that are not analyzed using VMT per capita or per employee metrics are ineligible.		
	d. Does the Project incorporate similar land use characteristics (uses, density, and mix) to development in the area or census tract?		
	e. Is the Project located in a low VMT area using the SANDAG residential and/or employment project maps , as applicable?		
Local Mobility Analysis			
Is the Project's land use consistent with the Community Plan zoning?	<input type="checkbox"/> Consistent <input type="checkbox"/> Generates less than 1,000 daily trips (unadjusted driveway trips) <input type="checkbox"/> Generates less than 100 peak hour vehicle trips?	<input type="checkbox"/> Inconsistent <input type="checkbox"/> Generates less than 500 daily trips (unadjusted driveway trips) <input type="checkbox"/> Generates less than 50 peak hour vehicle trips?	
If a Local Transportation Analysis is required for the Project, provide an exhibit showing the project's trip distribution percentages, project trip assignment, and study area using the process described in Section 3.5 of the TIA Guidelines . Include all intersections and roadways where the Project adds 50 or more peak hour trips. This component may not be required with the initial entitlement submittal at the discretion of assigned staff.			
Study Scenarios (Check all Applicable)	<input type="checkbox"/> Existing <input type="checkbox"/> Existing w/ Project	<input type="checkbox"/> Opening Year <input type="checkbox"/> Opening Year w/ Project <input type="checkbox"/> Horizon Year <input type="checkbox"/> Horizon Year w/ Project	



PROJECT TRIP GENERATION

In addition to the CEQA analysis, a non-CEQA local transportation analysis may be required for land use projects to evaluate the effects of a development project on the circulation network, primarily on local access and circulation in the proximity of a project site. This analysis will address traffic operations, safety issues and needed project design features related to a proposed land use project, as well as site access and internal circulation.

Projected daily, AM peak hour, and PM peak hour trip generation estimates must be summarized in a table. Trip generation rates, factors, and source should be provided using the format below.

Land Use	Units	Trip Rate	ADT	AM Peak Hour					PM Peak Hour				
				%	Trips	Split	In	Out	%	Trips	Split	In	Out
Existing Land Use(s)													
Proposed Land Use(s)													
Net Trip Generation													

Source: SANDAG's (Not So) Brief Guide of Vehicular Traffic Generation Rates for the San Diego Region (April 2022)



Appendix

FORM TIA-1 CONTINUED

REPORT OUTLINE

The typical Traffic Impact Analysis report will follow the report outline given below. The report will be submitted to the City as a PDF file with a hyperlinked table of contents considering these components:

- Local Transportation Analysis Requirements: Requirements for conducting LOS analysis, site access assessments, and other local transportation analyses for non-CEQA purposes.
- CEQA Analysis Requirements: CEQA analysis, which consists of VMT analysis as well as assessing impacts to pedestrians, bicyclists, transit, hazards, emergency access, and other impacts.

Local Transportation Analysis Report

0.0	Executive Summary
1.0	Introduction
1.1	Project Description
1.2	Report Organization
2.0	Local Transportation Analysis Methodology
2.1	General Plan Consistency
2.2	Determination of Project Study Area
3.0	Project Traffic
3.1	Trip Generation
3.2	Trip Distribution and Assignment
3.3	Project Study Area
4.0	Existing Conditions
4.1	Existing Transportation Network
4.2	Existing Traffic Conditions
5.0	Near-Term Year Conditions
5.1	Near-Term Transportation Network and Traffic Volumes
5.2	Near-Term without Project Traffic Conditions
5.3	Near-Term with Project Traffic Conditions
6.0	Horizon Year Conditions
6.1	Horizon Year Transportation Network and Traffic Volumes
6.2	Horizon Year without Project Traffic Conditions
6.3	Horizon Year with Project Traffic Conditions
7.0	LOS Deficiencies and Improvement Requirements

Transportation Impact Analysis / CEQA VMT Analysis

0.0	Executive Summary
1.0	Introduction
1.1	Project Description
1.2	Report Organization
2.0	CEQA VMT Analysis
2.1	VMT Analysis Methodology
2.2	VMT Analysis Screening
2.3	VMT Analysis
3.0	VMT Impact and Mitigation Measures
4.0	Site Access & Circulation



Appendix

APPLICABILITY OF STORM WATER BEST MANAGEMENT PRACTICES (BMP) REQUIREMENTS

Form I-1 Version 1.0
March 15, 2016

Storm Water Intake Form for all Development Permit Applications

For detailed information please visit: <https://www.san-marcos.net/departments/development-services/watershed/development-planning>

PROJECT IDENTIFICATION

Project Name:

Description:

Permit Application Number (if applicable):

Date:

Project Address:

DETERMINATION OF REQUIREMENTS

This form is required as part of the City's application process. The purpose of this form is to identify potential land development planning storm water requirements that apply to development projects.

Development projects are defined as construction, rehabilitation, redevelopment, or reconstruction of any public or private projects. In addition, the identification of a development project, as it relates to storm water regulations, would truly apply to development and redevelopment activities that have the potential to contact storm water and contribute a source of pollutants, or reduce the natural absorption and infiltration abilities of the land.

To access the BMP Design Manual, Storm Water Quality Management Plan (SWQMP) templates, and other pertinent information related to this program please refer to:

<https://www.san-marcos.net/departments/development-services/watershed/development-planning>

Please answer each of the following steps below, starting with Step 1 and progressing through each step until reaching "Stop".

Step	Answer	Progression
Step 1: Based on the above, Is the project a "development project"? (see definition above) See Section 1.3 of the BMP Design Manual for further guidance if necessary.	<input type="checkbox"/> Yes	Go to Step 2.
	<input type="checkbox"/> No	Permanent BMP requirements do not apply. No SWQMP will be required. Provide brief discussion below. STOP.



Appendix

Discussion / justification if the project is not a "development project" (e.g., the project includes *only* interior remodels within an existing building):

Step 2: Is the project a Standard Project, Priority Development Project (PDP), or exception to PDP definitions?

To answer this item, complete Form I-2, Project Type Determination. See Section 1.4 of the BMP Design Manual in its entirety for guidance.

In addition to Section 1.4, please refer to the City's SWQMP Submittal Requirements form.

☐ Standard Project

Only Standard Project requirements apply, including Standard Project SWQMP. **STOP.**

☐ PDP

Standard and PDP requirements apply, including PDP SWQMP. **Go to Step 3 on the following page.**

☐ Exception to PDP definitions

Standard Project requirements apply, and any additional requirements specific to the type of project. Provide discussion and list any additional requirements below. Prepare Standard Project SWQMP. **STOP.**

Discussion / justification, and additional requirements for exceptions to PDP definitions, if applicable:



Appendix

FORM I-1 CONTINUED

Step 3 (PDPs only). Please answer the list of questions in this section to determine if hydromodification requirements reply to the proposed PDP. Does the project:

Step 3a. Discharge storm water runoff directly to the Pacific Ocean?	<input type="checkbox"/> Yes	STOP. Hydromodification requirements do not apply.
	<input type="checkbox"/> No	Continue to Step 3b.
Step 3b. Discharge storm water runoff directly to an enclosed embayment, not within protected areas?	<input type="checkbox"/> Yes	STOP. Hydromodification requirements do not apply.
	<input type="checkbox"/> No	Continue to Step 3c.
Step 3c. Discharge storm water runoff directly to a water storage reservoir or lake, below spillway or normal operating level?	<input type="checkbox"/> Yes	STOP. Hydromodification requirements do not apply.
	<input type="checkbox"/> No	Continue to Step 3d.
Step 3d. Discharge storm water runoff directly to an area identified in WMAA?	<input type="checkbox"/> Yes	STOP. Hydromodification requirements do not apply.
	<input type="checkbox"/> No	Hydromodification requirements apply to the project. Go to Step 4.

Discussion / justification if hydromodification control requirements do not apply:

Step 4 (PDPs subject to hydromodification control requirements only). Does protection of critical coarse sediment yield areas apply based on review of WMAA Potential Critical Coarse Sediment Yield Area Map? See Section 6.2 of the BMP Design Manual for guidance.	<input type="checkbox"/> Yes	Management measures required for protection of critical coarse sediment yield areas (Chapter 6.2). STOP .
	<input type="checkbox"/> No	Management measures not required for protection of critical coarse sediment yield areas. Provide brief discussion below. STOP .



Appendix

PROJECT TYPE DETERMINATION CHECKLISTForm I-2 Version 1.0
March 15, 2016**PROJECT INFORMATION**

Project Name/Description:

Permit Application Number (if applicable):

Date:

Project Address:

Project Type Determination: Standard Project or Priority Development Project (PDP)

The project is (select one): ☐ New Development ☐ RedevelopmentThe total proposed newly created or replaced impervious area is: _____ ft² (_____) acres

Is the project in any of the following categories, (a) through (f)?

Yes <input type="checkbox"/>	No <input type="checkbox"/>	(a)	New development projects that create 10,000 square feet or more of impervious surfaces (collectively over the entire project site). This includes commercial, industrial, residential, mixed-use, and public development projects on public or private land.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	(b)	Redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site on an existing site of 10,000 square feet or more of impervious surfaces). This includes commercial, industrial, residential, mixed-use, and public development projects on public or private land.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	(c)	New and redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site), and support one or more of the following uses: <ul style="list-style-type: none">(i) Restaurants. This category is defined as a facility that sells prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption (Standard Industrial Classification (SIC) code 5812).(ii) Hillside development projects. This category includes development on any natural slope that is twenty-five percent or greater.(iii) Parking lots. This category is defined as a land area or facility for the temporary parking or storage of motor vehicles used personally, for business, or for commerce.(iv) Streets, roads, highways, freeways, and driveways. This category is defined as any paved impervious surface used for the transportation of automobiles, trucks, motorcycles, and other vehicles.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	(d)	New or redevelopment projects that create and/or replace 2,500 square feet or more of impervious surface (collectively over the entire project site), and discharging directly to an Environmentally Sensitive Area (ESA). "Discharging directly to" includes flow that is conveyed overland a distance of 200 feet or less from the project to the ESA, or conveyed in a pipe or open channel any distance as an isolated flow from the project to the ESA (i.e. not commingled with flows from adjacent lands). <i>Note: ESAs are areas that 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 Board and San Diego Water Board; State Water Quality Protected Areas; water bodies designated with the RARE beneficial use by the State Water Board and San Diego Water Board; and any other equivalent environmentally sensitive areas which have been identified by the Copermittees. See BMP Design Manual Section 1.4.2 for additional guidance.</i>



Appendix

FORM I-2 CONTINUED

Yes <input type="checkbox"/>	No <input type="checkbox"/>	(e)	New development projects, or redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface, that support one or more of the following uses: (i) Automotive repair shops. This category is defined as a facility that is categorized in any one of the following SIC codes: 5013, 5014, 5541, 7532-7534, or 7536-7539. Retail gasoline outlets (RGOs). This category includes RGOs that meet the following criteria: (a) 5,000 square feet or more or (b) a projected Average Daily Traffic (ADT) of 100 or more vehicles per day.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	(f)	New or redevelopment projects that result in the disturbance of one or more acres of land and are expected to generate pollutants post construction. <i>Note: See BMP Design Manual Section 1.4.2 for additional guidance.</i>

Does the project meet the definition of one or more of the Priority Development Project categories (a) through (f) listed above?

☐ No – the project is not a Priority Development Project (Standard Project).

☐ Yes – the project is a Priority Development Project (PDP).

The following is for redevelopment PDPs only:

The area of existing (pre-project) impervious area at the project site is: _____ ft² (A)

The total proposed newly created or replaced impervious area is _____ ft² (B)

Percent impervious surface created or replaced (B/A)*100: _____%

The percent impervious surface created or replaced is (select one based on the above calculation):

☐ less than or equal to fifty percent (50%) – only new impervious areas are considered PDP

OR

☐ greater than fifty percent (50%) – the entire project site is a PDP



Appendix

STORM WATER QUALITY MANAGEMENT PLAN (SWQMP) SUBMITTAL REQUIREMENTS

Dated 1/31/16

Table Legend: X = Required for Priority and Standard Development Projects;
P = Required for Priority Development Projects (PDP) only

SECTION	DESCRIPTION	REQUIRED FOR ENTITLEMENT APPROVAL	REQUIRED FOR FINAL APPROVAL
Title Page	Report title page	X	X
Table of Contents	Report table of contents	X	X
Certification Pages	Executed Owner and Engineer of Record certification pages	X	X
Submittal Record	A table to keep a record of the submittal history, and to indicate whether the project status is preliminary design or final design.	X	X
Project Vicinity Map	Project vicinity map	X	X
FORM I-1 Applicability of Permanent BMP Requirements	Determines if the project is a development project subject to storm water requirements and which requirements apply.	X	X
FORM I-2 Project Type Determination	Determines if the project is a Standard Project or a	X	X
FORM I-3A Site Information Checklist for Standard Development Projects	Base information about the project site.	X	X
FORM I-3B Site Information Checklist for PDP's	Base information about the project site that usually remains the same even as structural BMP designs evolve. FORM I-3B is not the place to put BMP information – BMP information goes in FORM I-4, FORM I-5, FORM I-6 and Attachments.	X	X
FORM I-4 Source Control BMP Checklist	Project applicant must acknowledge/answer each	X	X
FORM I-5 Site Design BMP Checklist	Project applicant must acknowledge/answer each	X	X
FORM I-6 Summary of PDP Structural BMPs	Project applicant to summarize structural BMPs to be implemented, identify party responsible for certification following construction, future owner, and party responsible for on-going maintenance into perpetuity. BMP design information will be included in Attachments 1		P
Attachment 1: Backup for BMPs	Cover page listing the required elements as a checklist for items required for each item within Attachment 1.	X	X

Appendix

STORM WATER QUALITY MANAGEMENT PLAN SUBMITTAL REQUIREMENT, CONTINUED			
Attachment 1a: DMA Exhibit	A checklist of the minimum elements of the DMA Exhibit is	P	P
Attachment 1b: Tabular	A tabular summary of DMAs.	P	P
Attachment 1c: Harvest and Use Feasibility	Worksheet to be included unless the project will implement infiltration for all DMAs.	P	P
Attachment 1d: Categorization of Infiltration Feasibility Condition Form I-8	Worksheet to be included unless the project will implement harvest and use for all DMAs.	P*	P*
Attachment 1e: Pollutant Control BMP Design Worksheets / Calculations	Section containing all applicable pollutant control BMP sizing calculations including sizing worksheets, hand calculations and any custom spreadsheets created.	P	P
Attachment 2: Backup for PDP Hydromodification Control Measures	Cover page listing the required elements as a checklist for items required for each item within Attachment 2.		P
Attachment 2a: Hydromodification	A checklist of the minimum elements of the Hydromodification Management Exhibit is provided.		P
Attachment 2b: Management of Critical Coarse Sediment Yield Areas	Applicant must include a copy of the WMAA map with the project drainage boundaries shown. Other optional analyses for critical coarse sediment yield areas will also be included here when applicable. The cover page provides check boxes for the applicant to indicate what is included.		P
Attachment 2c: Geomorphic Assessment of Receiving Channels	Short description regarding the results of the geomorphic assessment of the receiving channel. The actual channel assessment report shall be separate submittal and not directly inserted into this section.	P	P
Attachment 2d: Flow Control Facility Design	Section to insert all applicable hydromodification management BMP sizing calculations.		P
Attachment 3: Structural BMP Maintenance	Cover page listing the required elements as a checklist for items required for each item within Attachment 3.		P
Attachment 3a: Structural BMP Maintenance Thresholds and Actions	Checklists for the contents of this attachment are provided – requirements for this information will vary depending on project status	P	P
Attachment 3b: Draft Maintenance Agreement	The completed City of San Marcos <i>Storm Water Management and Discharge Control Maintenance Agreement and Easement</i> document is included in this section with additional maintenance		P
Attachment 4: Copy of Plan Sheets Showing Permanent Storm Water BMPs	A checklist of required elements to show on the plans is provided.		P



Appendix

* Note – Refer to the BMP Design Manual, Appendix D, Table D.3-1 for appropriate infiltration rate estimation methods for each phase of the project submittal. Infiltration tests at each BMP location is the recommended method for determining the infiltration rates for the SWQMP. The Applicant shall proceed at their own risk when designing structural BMP's without conducting infiltration tests during the Preliminary Approval stage.

This table has been provided as a template for the standard contents for a SWQMP submittal. Additional requirements may be necessary based on a specific project and design as determined by the Land Development Division.



Appendix

STATEMENT OF JUSTIFICATION (VARIANCE APPLICATIONS ONLY)

The Zoning Ordinance requires that all of the findings set forth below must be established before any variance can be granted. Explain below how your case qualifies under each section.

1. What are the exceptional conditions applicable to this property or to its intended use that do not apply generally to other property in the same zone in this vicinity?

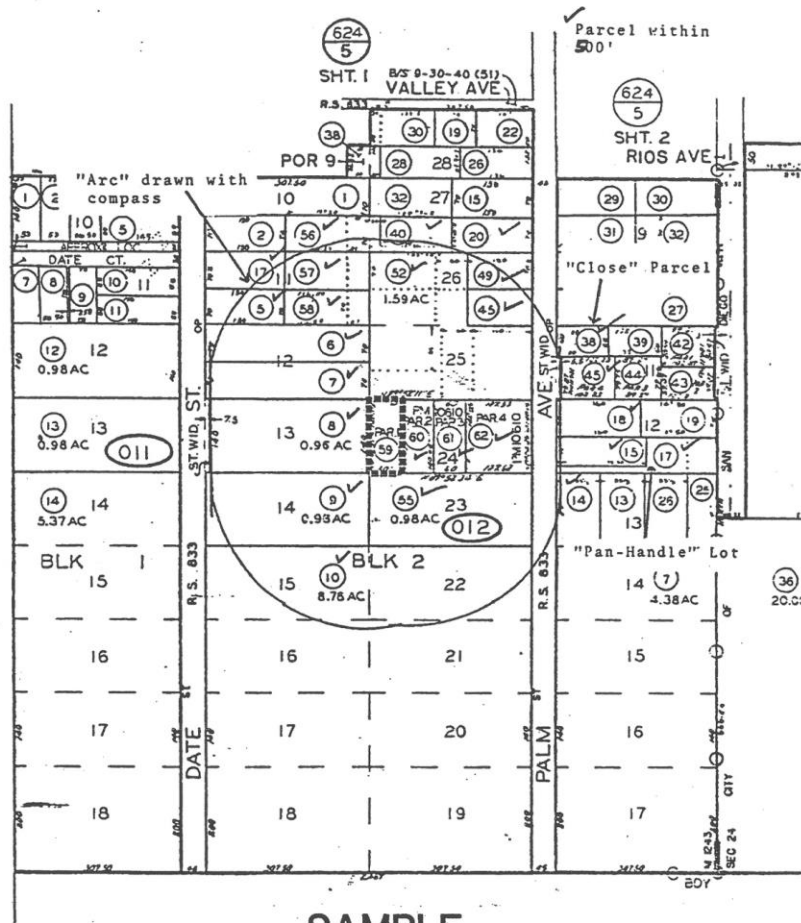
2. The requested variance is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and zone, and denied to subject property because of the following conditions:

3. Granting the requested variance will not be detrimental to the public health, safety or welfare or injurious to property or improvements in the same vicinity and zone for the following reasons:



Appendix

APPENDIX B: SAMPLE OF PUBLIC NOTICE MAP



SAMPLE

2



Appendix

APPENDIX C: PUBLIC NOTICE CERTIFICATION

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



APPENDIX D: SAMPLE OF 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@ACMEdevco.com	CITY OF SAN MARCOS PLANNING DIVISION (760) 744-1050 ext. 3204 PlanningDivision@san-marcos.net www.san-marcos.net
-----------------	--	--

SAN MARCOS

DISCOVER LIFE'S POSSIBILITIES

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.



Appendix

APPENDIX E: NOTICE OF PERMIT APPLICATION CERTIFICATION OF POSTING

I certify that the “Notice of Permit Application” has been posted in a conspicuous location and is visible from a public or private street.

Upon submittal of a project application, the Planning Division will provide a “Notice of Permit Application” form that shall be completed by the applicant and posted on site within a week of project submittal.

Signature of Applicant	Date
------------------------	------

Applicant’s Name (Typed/Printed)	Telephone Number
----------------------------------	------------------

Address	City	State	Zip Code
---------	------	-------	----------



APPENDIX F: SAMPLE OF TITLE BLOCK

SHEET:		CITY OF SAN MARCOS					
Site Development Plan Number:							
OWNER:				PHONE:			
ADDRESS:							
ARCHITECT, ENGINEER							
DESIGNER:				PHONE:			
ADDRESS:				LOCATION:			
TYPE OF DEVELOPMENT:							
ZONE:				ASSESSOR'S PARCEL NUMBER(S):			
SITE DATA				DWELLING UNITS		OPEN SPACE DATA	
AREA (sq. ft)		COVERAGE %		STUDIO		COMMON	
LOT:		100%		1 BDRM		PRIVATE	
BUILDING:				2 BDRM			
PARKING:				3 BDRM			
LOADING:							
LANDSCAPING:				TOTAL UNITS			
PARKING		ORD. REG.		DRIVEWAY (SIZE AND SLOPE)		SETBACKS	
GARAGE		LOADING		ONE WAY		FRONT:	
COVERED:		HANDICAP		TWO WAY		LEFT SIDE:	
OPEN:		TOTAL		SLOPE		RIGHT SIDE:	



APPENDIX G: SAMPLE ELECTRONIC FILE NAMING

Sample Conditional Use Permit (CUP) application submitted March 21, 2019:

#.#_[ITEM DESCRIPTION]_[YYYYMMDD]

1_0_APPLICATION_20190321.PDF
1_0_PROOF OF OWNERSHIP 20190321.PDF
1_0_DISCLOSURE STATEMENT OF OWNERSHIP INTEREST_20190321.PDF
1_0_INDEMNIFICATION AGREEMENT_20190321.PDF
1_0_HAZARDOUS WASTE SUBSTANCE DISCLOSURE STATEMENT_20190321.PDF
1_0_CAP WORKSHEET AND GREENHOUSE GAS THRESHOLD_20190321.PDF
1_0_APPLICABILITY OF STORM WATER BEST MANAGEMENT PRACTICES (BMP)_20190321.PDF
1_0_STORM WATER QUALITY MANAGEMENT PLAN (SWQMP)_20190321.PDF
2_0_PHOTOGRAPHIC SURVEY_20190321.PDF
3_0_RADIUS MAP_20190321.PDF
3_0_APN NAMES AND MAILING ADDRESSES LIST_20190321.PDF
3_0_OWNER & OCCUPANT ELECTRONIC SPREADSHEET FILE_20190321.XLS*
3_0_PUBLIC NOTICE PACKAGE CERTIFICATION_20190321.PDF
4_0_TITLE REPORT_20190321.PDF
5_0_ARCHITECTURAL ELEVATIONS_20190321.PDF
5_0_COLOR ELEVATIONS AND RENDERINGS_20190321.PDF
5_0_FLOOR PLANS_20190321.PDF
5_0_GRADING PLANS_20190321.PDF
5_0_SITE PLANS_20190321.PDF
5.0_LIGHTING PLAN_20190321.PDF
5_0_MATERIALS BOARD_20190321.PDF
6.0_CONCEPTUAL LANDSCAPE AND IRRIGATION PLANS_20190321.PDF
6.0_REVEGETATION_20190321.PDF
6.0_BRUSH MANAGEMENT PLAN_20190321.PDF
7.0_TENTATIVE SUBDIVISION MAP 20190321.PDF**
8.0_HYDROLOGY REPORT_20190321.PDF
8.0_GEOTECHNICAL STUDY_20190321.PDF
9.0_ENVIRONMENTAL QUESTIONNAIRE_20190321.PDF



APPENDIX G: SAMPLE ELECTRONIC FILE NAMING CONTINUED

Notice of Application sign photo and certification submitted after application, on March 27, 2019:

3.0_Photo of Notice of Permit Application Sign_20190327.JPG***

3.0_Notice of Permit Application Certification of Posting_20190327.PDF



APPENDIX H: FEE SCHEDULE SERVICE FEES

FEES IN GENERAL

The City of San Marcos assesses various development fees for services and impact during the development review process. These fees are typically assessed during the permitting process to pay for impacts and services. This program of fees contains the fees related to development with exception to code enforcement and administrative violation fees. Development applications, procedures, and standards can be found on the City's website at www.san-marcos.net.

FEE DEFERAL PROGRAM

The City offers a Public Facility Fee (PFF) deferral program. This program provides the option to defer PFF payment until utility release.

The Applicant must make application to the building division provided as indicated on the City's website. Approved deferrals will result in a lien being recorded on the affected property which is released upon payment of outstanding PFF. Full information for the deferral program can be found at:

[Public Facility Fee Deferral Program | San Marcos, CA \(\[san-marcos.net\]\(http://san-marcos.net\)\)](#)

INCLUSIONARY HOUSING IN-LIEU FEE

Affordable housing must be constructed as part of certain projects pursuant SMMC Chp. 20.310. An affordable housing in-lieu fee may be paid under certain circumstances. This fee is administered by the City's Housing Division and calculated at the time the fee is to be applied. For information on inclusionary housing in-lieu fees contact the City's Housing Program Manager at NeighborhoodServices@san-marcos.net.

FEES NOT ASSESSED BY THE CITY

The City does not assess certain fees related to development. These fees are paid directly to other agencies.

SEWER & WATER FEES

Sewer and Water fees are assessed by the water or sewer district in which your project resides.

Vallecitos Water District

www.vwd.org
201 Vallecitos De Oro
San Marcos, CA 92069

Vista Irrigation District

www.vidwater.org
1391 Engineering Street
Vista, CA 92081

Buena Sanitation District

www.CityofVista.com
200 Civic Center Drive
Vista, CA 92084



PRIVATE SEWER SYSTEMS (SEPTIC)

Septic permits and fees are assessed by the County of San Diego, Department of Environmental Health. Owners are responsible for verification they do not need to annex to a sewer district and can install septic on the property.

County of San Diego

Department of Environmental Health and Quality (DEHQ)

www.sandiegocounty.gov

P.O. Box 12961

San Diego, CA 92112

SCHOOL FEES

The City of San Marcos only has one school district that provides services to its residents. School fees are administered by the San Marcos Unified School District.

San Marcos Unified School District

www.smusd.org

255 Pico Ave. Suite 250

San Marcos, CA 92069



DEVELOPMENT IMPACT FEES



PUBLIC FACILITIES FEES (PFF)

The City of San Marcos Public Facilities Fees finance the construction of certain City facilities. Approved pursuant to Council Resolution 2024-9388, the following fees are applicable to any project submitted after 3/3/2025.

For projects subject to the Grace Period established in Resolution 2024-9388, please see the Public Facility Fees in the [previous Development Fees schedule](#) posted on the Development Services > Applications, Forms & Fees webpage on the City's website, www.san-marcos.net.

PFF Table (Per Square Foot)

	Single-Family	Multi-Family	Commercial	Office	Industrial
<i>Transportation</i>	\$2.24	\$2.09	\$9.25	\$8.21	\$5.62
<i>Parks</i>	\$3.51	\$4.38	\$-	\$-	\$-
<i>Fire Protection</i>	\$0.52	\$0.65	\$1.17	\$1.70	\$0.64
<i>Advance Planning</i>	\$0.07	\$0.09	\$0.04	\$0.06	\$0.02
<i>Habitat Conservation</i>	\$0.17	\$0.22	\$0.10	\$0.15	\$0.05
<i>Storm Drain</i>	\$0.19	\$0.21	\$0.37	\$0.40	\$0.40
<i>Total (Per SF)</i>	\$6.70	\$7.64	\$10.93	\$10.52	\$6.73

REGIONAL TRANSPORTATION CONGESTION IMPROVEMENT PROGRAM (RTCIP)

The TransNet Extension Ordinance administered by the San Diego Association of Governments (SANDAG) and approved by the voters on November 2, 2004, requires that the City of San Marcos exact a fee from new developments for each newly constructed residential unit to fund improvements on the Regional Arterial System (RAS). Each fiscal year the fee is increased to account for inflation effective July 1. This fee is proportioned out of the "Circulation Streets" element of the PFF.



COMMUNITY FACILITIES DISTRICT ANNEXATION INFORMATION SHEET

Community Facilities Districts (CFD) were formed to help fund increased demand for services and facilities needed to perform public safety, citywide maintenance, and congestion management. New development or redevelopment within the city (including the San Marcos Fire Protection District) can cause an increased demand for such services and facilities. New projects, certain redevelopment projects, and projects requiring a conditional use permit (CUP), director's permit (DP) are conditioned to either pay an in-lieu fee or annex into a CFD to mitigate their impact on such services. The CFD special tax will be levied after the issuance of a building permit, CUP or DP, and will appear on the following year's annual property tax bill.

The City of San Marcos administers the following CFDs: CFD 98-01 IA#1 (Police), CFD 98-02 (lighting and landscaping maintenance), CFD 2001-01 (Fire/Paramedic), and CFD 2011-01 (Congestion management).

If a property owner elects to annex into a CFD, an annexation packet will be prepared and delivered to the property owner and/or registered voter(s). This annexation packet will include a consent and waiver form, official ballot, and instructions for completing these annexation documents. For deed restricted affordable housing projects, a Waiver of Special Tax Exemption form will be included in the annexation packet. The form(s), completed ballot, and a one-time annexation fee must all be returned to the city by the date indicated in the annexation packet. The project's approval may be delayed if the annexation packet is not returned by the date indicated within the packet.

If a property owner chooses to pay an in-lieu fee instead of annexing into a CFD, the amount of the in-lieu fee will be calculated based on the anticipated impact of the project on the demand for pertinent services and facilities.

The following table summarizes the annexation fee applicable to the CFD and property classification:

CFD ANNEXATION FEES				
PROPERTY CLASSIFICATIONS	CFD 98-01 IA#1	CFD 98-02	CFD 2001-01	CFD 2011-01
RESIDENTIAL	\$300	\$300	\$300	\$300
NON-RESIDENTIAL	\$300	\$300	\$300	\$300

If you have any CFD-related questions, please contact the City's Consulting CFD Administrator at (760)744 -1050 ext. 4506 or consult the Community Facilities District page on the city's website:

www.san-marcos.net/departments/finance/cfd-mello-roos-tax-information



BUILDING, PLANNING, CEQA & ENGINEERING FEES



SERVICE FEES

Unless otherwise noted Planning, Engineering, Administration and Building fees are based on the most recent fee study adopted per Resolution 2024-9385, effective 3/3/2025. Services not listed will be calculated based on the fully burdened hourly staff rates as shown in Appendix A.

DEVELOPMENT USER FEES

Valuation-Based Building Permit Fee
Current (All New Construction)

Minimum Value	Maximum Value	Base Rate	Plus \$\$	For every
1	9,000	\$264.72		
9,001	50,000	\$292.10	\$26.80	1,000
50,001	100,000	\$1,390.97	\$18.55	1,000
100,001	250,000	\$2,318.28	\$15.46	1,000
250,001	500,000	\$4,636.56	\$12.98	1,000
500,001	1,000,000	\$7,882.15	\$8.35	1,000
1,000,001	+	\$12,055.05	\$6.38	1,000

*Valuations are determined from the current International Code Council (ICC) valuation table.

ADMINISTRATIVE FEES

Description	Fee
City Attorney Review	City Attorney burdened rate
Fee for Conducting Unpermitted Work	100% of permit
Research Time by Written Request	Based on Cost
Segregation of Assessment District (CFD)	\$800.11 plus \$15 per lot
Special Services provided by Department Staff	Staff rate
Refund of Fees (Fee less City expenses and Costs)	Fee less City expenses and Costs



BUILDING DIVISION FEES

Antennas

Description	Fee
Plan Check Fee	\$390
Plan Check (Third Party)	Direct cost
Permit Fee	\$130

Automatic Teller Machine

Plan Check Fee	\$150
Plan Check (Third Party)	Direct cost
Permit Fee	\$85

Awning and Canopies

<u>Residential</u>	
Plan Check Fee	\$145
Plan Check (Third Party)	Direct cost
Permit Fee	\$75
<u>Commercial</u>	
Plan Check Fee	\$350
Plan Check (Third Party)	Direct cost
Permit Fee	\$220

Balcony

Plan Check Fee	\$150
Plan Check (Third Party)	Direct cost
Permit Fee	\$175

Close or Open Wall

Plan Check Fee	\$365
Plan Check (Third Party)	Direct cost
Permit Fee	\$155

Fireplaces

Plan Check Fee	\$185
Plan Check (Third Party)	Direct cost
Permit Fee	\$105

Flagpoles over 35 feet

Plan Check Fee	\$220
Plan Check (Third Party)	Direct cost
Permit Fee	\$200



Greenhouses

Plan Check Fee	Valuation Based
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Paint Spray Booth

Plan Check Fee	\$735
Plan Check (Third Party)	Direct cost
Permit Fee	\$220

Propane Tank

Plan Check Fee	\$220
Plan Check (Third Party)	Direct cost
Permit Fee	\$80

Relocate Building

Plan Check Fee	Same as new building
Plan Check (Third Party)	Direct cost
Permit Fee	Same as new building

Re-Roofing

<u>Residential overlay</u>	
Plan Check Fee	\$42
Plan Check (Third Party)	Direct cost
Permit Fee	\$50
<u>Residential overlay with sheathing</u>	
Plan Check Fee	\$40
Plan Check (Third Party)	Direct cost
Permit Fee	\$132
<u>Commercial overlay to 150 squares</u>	
Plan Check Fee	\$40
Plan Check (Third Party)	Direct cost
Permit Fee	\$130
<u>Commercial overlay over 150 squares</u>	
Plan Check Fee	\$84
Plan Check (Third Party)	Direct cost
Permit Fee	\$395

Re-siding

Plan Check Fee	\$25
Plan Check (Third Party)	\$1,300
Permit Fee	\$80



Re-stucco

Plan Check Fee	\$25
Plan Check (Third Party)	Direct cost
Permit Fee	\$80

Signs

Reface or Repaint

Plan Check Fee	\$150
Plan Check (Third Party)	Direct cost
Permit Fee	\$85

Non-illuminated

Plan Check Fee	\$150
Plan Check (Third Party)	Direct cost
Permit Fee	\$185

Non-illuminated (each)

Plan Check Fee	\$150
Plan Check (Third Party)	Direct cost
Permit Fee	\$85

Monument and Pole

Plan Check Fee	\$150
Plan Check (Third Party)	Direct cost
Permit Fee	\$85

Residential Solar System on Roof

Plan Check Fee	\$55
Plan Check (Third Party)	Direct cost
Permit Fee	\$65

Carport w/ Solar

Plan Check Fee	\$950
Plan Check (Third Party)	Direct cost
Permit Fee	\$440

Commercial Solar System on Roof

Plan Check Fee	\$600
Plan Check (Third Party)	Direct cost
Permit Fee	\$260

Special Pile Foundation

Plan Check Fee	\$470
Plan Check (Third Party)	Direct cost
Permit Fee	\$215



Storage Racks

Plan Check Fee	\$190
Plan Check (Third Party)	Direct cost
Permit Fee	\$90

Underground Fuel Tanks

Plan Check Fee	\$1,100
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Apartments, Condominiums, Duplex, Townhouse

Plan Check Fee	Valuation Based
Plan Check (Third Party)	Direct cost
Permit Fee	Valuation Based

Care for the Elderly

Plan Check Fee	Valuation Based
Plan Check (Third Party)	Direct cost
Permit Fee	Valuation Based

Carports, Patios, Sheds, Barns, Deck

Plan Check Fee	\$250
Plan Check (Third Party)	Direct cost
Permit Fee	\$130

Commercial and Industrial Building

Plan Check Fee	Valuation Based
Plan Check (Third Party)	Direct cost
Permit Fee	Valuation Based

Accessory Dwelling Units (ADU)

Plan Check Fee	Valuation Based
Plan Check (Third Party)	Direct cost
Permit Fee	Valuation Based

Accessory Dwelling Units (ADU) City Standard Up to 500 SF

Plan Check Fee	\$1,166.08
Permit Fee	\$2,584.24

Accessory Dwelling Units (ADU) City Standard Up to 749 SF

Plan Check Fee	\$1,166.08
Permit Fee	\$2,584.24

Accessory Dwelling Units (ADU) City Standard Up to 1000 SF

Plan Check Fee	\$1,166.08
Permit Fee	\$2,584.24



Hospital and Medical Offices

Plan Check Fee	Valuation Based
Plan Check (Third Party)	Direct cost
Permit Fee	Valuation Based

Hotels and Motels

Plan Check Fee	Valuation Based
Plan Check (Third Party)	Direct cost
Permit Fee	Valuation Based

Mall and Factory Outlet

Plan Check Fee	Valuation Based
Plan Check (Third Party)	Direct cost
Permit Fee	Valuation Based

Manufactured Home on Residential Lot

Plan Check Fee	Valuation Based
Plan Check (Third Party)	Direct cost
Permit Fee	Valuation Based

Mobile Homes

Mobile Home Permit Issuance	\$77
Alter, Repair or Add gas Line outside	\$77
Awning-Patio	\$110
Cabana (Room Addition)	\$250
Carport	\$110
Carport Alteration	\$50
Earthquake Bracing System	\$203
Retrofit Permanent Foundation	\$203
Enclose Awning	\$160
Porch or Deck	\$130
Ramp, Stairs	\$130
Alter Electrical Outside (plus \$9 per circuit)	\$50
Replace Piers, Pads or Jacks	\$110
Service Upgrade- Electrical	\$50
New Mobile home Set-Down	\$160
Sewer Line	\$50
Water Line: Alter or Repair Outside	\$50
New Mobile Home Gas Line: New, Alter, or repair outside	\$50



Residential Additions, Garages, Workshops, Pool House

Plan Check Fee	Valuation Based
Plan Check (Third Party)	Valuation Based
Permit Fee	Valuation Based

Single Family Dwelling (Custom and Model Homes)

Plan Check Fee	Valuation Based
Plan Check (Third Party)	Valuation Based
Permit Fee	Valuation Based

Single Family Dwelling (Repetitive Tract)

Plan Check Fee	Valuation Based
Plan Check (Third Party)	Valuation Based
Permit Fee	Valuation Based

Tenant Improvement

Plan Check Fee	Valuation Based
Plan Check (Third Party)	Valuation Based
Permit Fee	Valuation Based

Electrical Code Fees

Permit Issuance	\$50
Alteration or Addition of Circuits	\$50
Plan Review of Electrical Drawings and Load Calc.	\$75
New service single phase	\$150
New service three phase	\$250
Temporary Power	\$50
Energy storage system (ESS)	\$50
Electrical Vehicle Charging Station (EVCS)	\$50
Subpanel	\$50
Electrical code- plan review of electrical drawings (third party)	Direct cost

Plumbing Code Fees

Permit Issuance	\$25
Each Plumbing Fixture	\$50
Each Sewer	\$50
Industrial Waste Interceptor	\$110
Lawn Irrigation System	\$50
New Water Heater or Replacement	\$50
New or Repair Water System	\$50
New or Repair Drain Waste & Vent System	\$50
New or Repair Gas System	\$80
Water Softener	\$150
Whole house repipe	\$130



Plan review of plumbing drawings (staff)	\$120
Plan review of plumbing drawings (third party)	Direct cost

Mechanical Code Fees

Permit Issuance	\$25
Air Handler or Makeup Air System	\$50
Appliance or Heating Equipment Not Listed	\$50
Chemical Exhaust Hood	\$130
Evaporative Cooler	\$50
Exhaust hood, fan	\$50
Extended Ductwork each unit	\$50
Install Boiler or compressor	\$50
New or Replacement Forced Air Unit	\$50
New or Replacement Heat Pump	\$50
Plan Review of Mechanical Drawings & Load Calculations	\$0.25 each sq ft
Mini-Split	\$50
Plan review of mechanical drawings (third party)	Direct cost

Demolition Permit

Plan Check Fee	\$174
Permit Fee	\$85

Building Code

Plan Check Fee	\$174
Permit Fee	\$85

Other Services

Additional Inspection	\$180
Assignment of Addresses	\$170
Business License Inspection: Certificate of Occupancy	\$724
Code Compliance	\$100
Duplicate Permit Card	\$40
Fire mitigation fee	At burdened staff rate
Health and safety inspection fee	\$75
Overtime Inspection	Direct staff cost
Record Management Each Permit	\$12
Re-Inspection Fee per Unit	\$130
Window/Door replacement retrofit	\$50
Window/Door replacement new construction	\$130

Fences over 7 feet

Plan Check Fee	\$130
Plan Check (Third Party)	Direct cost



Strong Motion Instrument Tax (Plan Check Fee)

Residential (3 stories or less)	\$0.10 per \$1,000 valuation
Nonresidential	\$0.21 per \$1,000 valuation

Swimming Pools

<u>Above ground pools/spas</u>	
Plan Check Fee	\$190
Plan Check (Third Party)	Direct cost
Permit Fee	\$624
<u>In-ground pools/spas</u>	
Plan Check Fee	\$190
Plan Check (Third Party)	Direct cost
Permit Fee	\$624

Retaining Walls

<u>To 100 Feet</u>	
Plan Check Fee	\$430
Plan Check (Third Party)	Direct cost
Permit Fee	\$200
<u>To 200 Feet</u>	
Plan Check Fee	\$640
Plan Check (Third Party)	Direct cost
Permit Fee	\$370

Telecom facility (per each location)

New Macro Wireless Facility Plan Check Fee- Staff	\$2,975
New Macro Wireless Facility Plan Check Fee- Third Party	Direct Cost
New Macro Wireless Facility Permit Fee	\$700
Alteration of a Cell Site Plan Check Fee- Staff	\$1,350
Alteration of a Cell Site Plan Check Fee- Third Party	Direct Cost
Alteration of a Cell Site Permit Fee	\$345
New Small Cell Site Plan Check Fee- Staff	\$370
New Small Cell Site Plan Check Fee- Third Party	Direct Cost
New Small Cell Site Permit Fee	\$0
Decommission of A Cell Site Plan Check Fee- Staff	\$640
Decommission of A Cell Site Plan Check Fee- Third Party	Direct Cost
Decommission of A Cell Site Permit Fee	\$370

Special Events – does not include fees related to events with Parks and Recreation facility impacts

Application Fee	\$140
Event Fee	\$450



Expedite Fee	\$150
Insurance Fee	Direct Cost
Event Deposit	Direct Cost, Refundable
ROW Permit	\$400

PLANNING DIVISION FEES

Description	Fee
Ambient Air Balloon Permit (AAB)	\$50
- Refundable Deposit	\$200
- Nonrefundable Deposit	\$50
Appeal (Admin/Planning Commission/City Council)	
- Citizen	\$100
- Other	\$2,000
Boundary Adjustment (BA)	\$1,500
Comprehensive Sign Program (CSP)	\$1,800 plus hourly staff rate
Conditional Use Permit – MAJOR (CUP)	\$7,300
Conditional Use Permit – MINOR (CUP)	\$2,433
Conditional Use Permit – NON-PROFIT	\$1,050
Conditional Use Permit - MONITORING	\$100 per year plus hourly staff rate
Development Agreement (DA)	
- With other discretionary permits	\$2,500 plus cost of legal review
- Processed separately	\$2,500 plus cost of legal review
- Modifications of agreement	\$2,500 plus cost of legal review
Directors Permit (DP)	\$1,300
- Administrative Renewal	\$250
- Daycare	\$225
Entertainment Establishment License (ENT)	
- New	\$250
- Renewal (Class I)	\$250
- Renewal (Class III)	\$250
- Manager Registration	\$250
- Environmental Exemption	\$200
Environmental Documents (CEQA)	
- Negative Declaration (ND)	\$1,500
- Mitigated Negative Declaration	\$1,500
- Environmental Impact Report (EIR)	\$2,985 plus administrative cost
- Environmental Document pursuant to a Certified Regulatory Program	\$2,100 plus administrative cost
- City Prepared Env. Studies / Technical Reports	Cost plus 25%
Environmental Exemption (CEQA)	\$130
Environmental Initial Assessment (CEQA)	\$850

Description	Fee
Environmental Monitoring Fee	Cost plus 25%
Environmental Third-Party Review	Cost plus 25%
General Plan Amendment (GPA)	\$6,370
- Economic/Fiscal Analysis	Cost plus 25%
Information Meeting (IM)	
- Initial Review and Meeting	Free
- Subsequent Reviews and/or Meetings	Hourly staff rate
Landscape Permit (LP)	
- Plan review fee	2% of landscape estimate
- Landscape inspection fee	2.5% of landscape estimate
Land Use Information (includes zoning history)	Hourly staff rate
Multi-Family Site Development Plan (MFSDP)	\$18,500
Multiple Species Habitat Conservation Program	
- Meetings and field investigations	Hourly staff rate
Parking Lot Sales Permit (PLS)	\$50
Post-Entitlement Review or Inspections	\$1,000
Prezone (PZ)	\$1,180
Public Dance License	\$100
Public Notice Package (500 footers)	\$260 plus postage and cost of mailing
- Daycare	\$50
Rezone (Zone Change) (R)	\$1,180
Ridgeline Fee	\$6,550
Seasonal Lot Permit	\$100
- Clean-up Deposit	\$1000
Site Development Plan (SDP)	\$17,600
- Revision	\$3,250
Specific Plan (SP)	\$24,500
Substantial Conformance Review (SC)	\$700
Temporary Sign (Banner) Permit (TS)	\$20
Tentative Parcel Map (TPM)	\$9,100
- Extension (1-year)	\$1,450
- Map Revision	\$1,550
Tentative Subdivision Map (TSM)	\$14,700 plus \$100 per lot charge
- Extension (1-year)	\$3,600
- Map Revision	\$1,550
Urban Lot Split - SB 9	\$2090 + \$830
Variance (V)	
- Single Family	\$270
- Other	\$4,980
Wireless Telecommunication Facility Administrative Permit	\$5,080
Zoning Conformance Request Letter (ZCR)	\$130



CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) FILING FEES

The City collects CEQA filing fees when a development is required to prepare an environmental document to pay for the City's direct cost of filing the document. Each year on January 1, the State of California updates these fees.

Description	2025 Fee
Negative Declaration (ND)	\$2,968.00
Mitigated Negative Declaration (MND)	\$2,968.00
Environmental Impact Report (EIR)	\$4,123.50
Environmental Document pursuant to a Certified Regulatory Program (CRP) ¹	\$1,401.75
County Clerk Processing Fee ²	\$50.00

ENGINEERING FEES

Description	Fee
Administrative Review of Consultant Work	25% of consultant review fee
Hourly Staff Rate	At burdened staff rate
Additional review (Hourly)	At burdened staff rate
City Attorney cost	City Attorney burdened rate
Technical Review Administrative fee (for Third-Party Consultant Reviews)	At consultant review cost + 25% administrative review fee
Variable Project Size Fee	Variable
Additional Plancheck Cycle (beyond 3 Planchecks)	33% of Map or Construction Plan Review Fee, Per plancheck cycle
Recorded Document Processing	\$430 *plus City Attorney Review
Street Name Change	\$1,150
Fee for Conducting Unpermitted Work	100% Plan Review and/or Permit Fee
Minor Subdivision - Parcel Map (up to 3-plan checks for Air space or Physical Lots)	\$5,000
Major Subdivision Final Map (up to 3-plan checks for Air Space or Physical Lots)	\$1,2000 + 100 per lot
Certificate of Compliance: in Lieu of Parcel Map	\$5,000
Certificate of Compliance: Lot Line Adjustment	\$2,945
Certificate of Compliance: Establishing Lot Legality	\$760

¹ CRPs include certain state agency regulatory programs as defined in section 21080.5 of the [Public Resources Code](#)(opens in new tab) and section 15251 of the [CEQA Guidelines](#)(opens in new



tab). Since July 1, 2013, environmental document filing fees no longer apply to the filing of Notices of Decision or Determination for Forest Practice Rules and Timber Harvest Plans ([Pub. Resources Code, § 4629.6](#)(opens in new tab), added by Stats. 2012, ch. 289, § 3).

² Other County Clerk fees may be applicable.

Description	Fee
Certification of Correction	\$575
Lot Consolidation	\$1,670
Reversion to Acreage	Charge as parcel map or subdivision map, based on number of lots to be reverted
Street or Easement Vacation or Quitclaim (Summary)	\$3,700
Street Vacation (General)	\$4,970
Condemnation Staff Support	At burdened staff rate
Construction Plan Review and Inspection Fees	
- Priority Development Project SWQMP Review	\$2,700
- Storm Water Pollution Prevention Plan Review	\$1,400

Engineering Plan Review Part A: Earthwork Quantity (includes Cut/Fill and Remedial Quantity)

*Construction Plans are assessed on the total of the grading yardage (Part A) plus the improvement valuation (Part B)

Description	Fee
Grading Review: Up to 10,000 cubic yards (staff)	\$1,500 flat + \$.10/cubic yard
Grading Review: 10,001 cubic yards or more (staff)	\$1,500 flat + \$.07/cubic yard
Grading Review: (Third Party)	Direct Costs
Administrative Review of Consultant Grading Review	25% of consultant review fee
Grading Inspection Fee	
- Grading Inspection - Staff	45% of Engineering Review Part A: Earthwork Fee
- Grading Inspection: (Third Party)	Direct Costs
- Administrative Review of Consultant Grading Inspection	25% of consultant review fee



Engineering Plan Review Part B: Improvement Review Fees

*Construction Plans are assessed on the total of the grading yardage (Part A) plus the improvement valuation (Part B)

Description	Fee
Improvement Agreement Extension	\$1,500
Improvement Valuation	
- Improvement Staff Review- Flat Fee + Valuation	\$4,700 + 1.5% of total valuation, including contingency
- Improvement Review: (Third Party)	Direct Costs
- Administrative Review of Consultant Improvement Review	25% of consultant review fee
Description	Fee
- Improvement Inspection: (Staff)	2.5% of Engineer's Estimate (which must include 15% contingency)
- Improvement Inspection: (Third Party)	Direct Costs
- Administrative Review of Consultant Improvement Inspection	25% of consultant review fee
- Construction Change MINOR- Base Fee	\$415
- Construction Change MINOR- Per Sheet	\$250
- Construction Change MAJOR- Base Fee	\$1,600
- Construction Change MAJOR- Per Sheet	\$550
- As-Built Drawing Review	\$140
Right-of-Way Permit	
Right-of-Way Permit - Utility Annual Permit	Cost recovery per separate agreement
Right-of-Way Permit - Utility Franchisee (Minor: Up to 5 hours of inspection)	\$1,310
Right-of-Way Permit - Utility Franchisee (Major: Over 5 hours of inspection)	\$1,810 + 2.5% of estimate for inspected work
Right-of-Way Permit - Utility Franchisee (Inspection by consultant)	Direct Costs
Right-of-Way Permit - Utility Franchisee Administrative Review of Consultant Inspection	25% of consultant review fee
Right-of-Way Permit - Standard	\$750
Encroachment Agreement Processing (Resident) *plus right-of-way permit costs	\$250 *plus City Attorney Review
Encroachment Agreement Processing (Utility or Franchisee) *plus right-of-way permit costs	\$595 *plus City Attorney Review
Temporary Encroachment Permit (<10 Days)	\$290



New Dining Encroachment	\$1,010
Dining Encroachment Annual Renewal	\$405
Sidewalk Vendor	\$700
OVERSIZED LOAD PERMIT/TRANSPORTATION PERMIT (SINGLE TRIP)	\$15
OVERSIZED LOAD PERMIT/TRANSPORTATION PERMIT (ANNUAL)	\$90
Watershed Fees	
Stormwater Emergency Response Fee	At burdened staff + consultant/contractor costs
Commercial & Industrial Watershed Inspection Fee	\$400



FIRE PERMIT FEES



FIRE PREVENTION FEES

Fire permits fees are assessed by the Fire Department. Fees are inspection and permit fees only.

Description	Fee
Fire Sprinklers: Single Family Dwelling – 13D System:	
Plan Review (3rd party)	Direct Cost
Plan Review (Staff)	Staff Rate
Inspection/Permit	\$125
Fire Sprinklers: Multi-family dwelling – 13R System:	
Plan Review (3rd party)	Direct Cost
Plan Review (Staff)	Staff Rate
Inspections/Permit:	
Dwellings up to three stories in height.	\$250
Per floor above third	\$102
Fire Sprinklers – Residential - 13 System	
Plan Review (3rd party)	Direct Cost
Plan Review (Staff)	Staff Rate
Inspections/Permit:	
Dwellings up to three stories in height.	\$250
Per floor above 3rd floor	\$125
Fire Sprinklers – Commercial 13 System	
Plan Review (3rd party)	Direct Cost
Plan Review (Staff)	Staff Rate
Inspections/Permit:	
1st Floor up to 52,000 sq ft	\$250
Per floor above 1st floor	\$125
Fire Sprinklers – Commercial Tenant Improvements 13 System:	
Plan Review (3rd party)	Direct Cost
Plan Review (Staff)	Staff Rate
Inspections/Permit:	
<20 sprinkler heads	\$62
>20 sprinkler heads	\$125
Fire Alarm Residential/Commercial	
Plan Review (3rd party)	Direct Cost
Plan Review (Staff)	Staff Rate
Inspection/Permit:	
Inspection and Permit: Residential up to 3 floors	\$250
Inspection and Permit: Residential add per each floor above 3	\$125
Inspection and Permit: Commercial 1st floor up to 52,000 sq ft	\$250
Inspection and Permit: commercial add per floor above 1	\$125



Residential/Commercial over 100 alarm devices	\$312
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Fire Alarms- Tenant Improvements	
Plan Review (3rd party)	Direct Cost
Plan Review (Staff)	Staff Rate
Inspections/Permit:	
<20 Fire Alarms Devices	\$62
>20 Fire Alarms Devices	\$125
Over 100 alarm devices	\$312
Fire Standpipe Systems:	
Plan Review (3rd party)	Direct Cost
Plan Review (Staff)	Staff Rate
Underground standpipe systems inspection/permit	
Standalone system inspection/permit	\$250
Standpipes per floor above the third floor	\$125
Underground Pipe - Fire Sprinkler and/or Private Fire Hydrant	
Plan Review (3rd party)	Direct Cost
Plan Review (Staff)	Staff Rate
Inspection and permit processing, per building	\$125
Per additional hydrant	\$62
Kitchen Fire Suppression System	
Plan Review: Kitchen Suppression	
Full Plan Review - Single Hood System- In-House	\$62
Full Plan Review - Single Hood System- (3rd party review)	Direct Cost
Full Plan Review - More than one hood system (in-house)	\$62
Inspection and Permit	Staff Rate
Full Plan Review - More than one hood system (3rd party review)	Direct Cost
Other Fixed Suppression Systems	
CO2 / Inergen / Spray Booth	\$613
Review of Fire Protection Plan: New Developments and revised FPP's	Staff Rate
Review of Hazardous Material Technical Report	Staff Rate
Aboveground Tank review & Inspection	\$307
Proposed Annual Inspections:	
State Licensed Facility-Fire Clearance Insp	\$62
New Business Inspections	\$72
Blasting Permit	
Blasting Permit Plan Check (Staff)	Staff Rate
Blasting Permit Plan Check (Third Party)	Direct Cost
Blasting Permit Permit Fee	Staff Rate
Other Fees	
Fire Inspector - Hourly Rate	\$143
Fire Tech - Hourly Rate	\$107



Deputy Fire Marshal - Hourly Rate	\$205
Fire Marshal - Hourly Rate	\$255
Review of Plans not otherwise specified	\$194
Basic Life Support for private events	\$168
Advanced Life Support for private events	\$200
Engine Standby	\$535
Administrative Review (Partial)	\$102
Administrative Review (Full)	Staff Rate



BUSINESS LICENSE FEES



BUSINESS LICENSE FEES

Description	Fee
In City Business License Issuance/Administrative (includes change in Business License owner/address/etc)	\$154
In City - Home Based Business License Issuance/Administrative (includes change in Business License owner/address/etc)	\$60
Out of City Business License Issuance/Administrative (includes change in Business License owner/address/etc)	\$16
Business License Renewal - Automatic (Email)	\$6
Business License Renewal - Manual (No Email)	\$16
Delinquent Business Licenses	\$45
Business License Appeal Hearings	\$1,528
Business License non-compliance (Delinquent/ No Business License) Code Inspections	\$476



APPENDIX A: FULLY BURDENED HOURLY RATES

Department	Position	Fully Burdened Hourly Rate
Blended Rates		
100: DEVELOPMENT SERVICES		\$268.05
100: FIRE		\$193.94
100: PUBLIC WORKS		\$281.93
Department	Position	Fully Burdened Hourly Rate
100: ADMINISTRATION	Admin - City Manager	\$379.55
100: CITY CLERK	Clerk - City Clerk	\$271.27
100: DEVELOPMENT SERVICES	DS - Assistant Engineer	\$213.60
100: DEVELOPMENT SERVICES	DS - Assistant Planner	\$190.10
100: DEVELOPMENT SERVICES	DS - Associate Civil Engineer	\$287.88
100: DEVELOPMENT SERVICES	DS - Associate Planner	\$213.60
100: DEVELOPMENT SERVICES	DS - Building Official	\$348.34
100: DEVELOPMENT SERVICES	DS - Code Compliance Officer	\$190.10
100: DEVELOPMENT SERVICES	DS - Code Compliance Supervisor	\$213.60
100: DEVELOPMENT SERVICES	DS - Construction Manager	\$316.67
100: DEVELOPMENT SERVICES	DS - Dev. Services Director / City Engineer	\$481.60
100: DEVELOPMENT SERVICES	DS - Engineering Inspector	\$201.51
100: DEVELOPMENT SERVICES	DS - Engineering Technician I	\$179.34
100: DEVELOPMENT SERVICES	DS - Management Analyst	\$213.60
100: DEVELOPMENT SERVICES	DS - Office Specialist	\$134.01
100: DEVELOPMENT SERVICES	DS - Permit Technician	\$169.19
100: DEVELOPMENT SERVICES	DS - Planning Director	\$393.13
100: DEVELOPMENT SERVICES	DS - Principal Civil Engineer	\$348.34
100: DEVELOPMENT SERVICES	DS - Principal Planner	\$316.67
100: DEVELOPMENT SERVICES	DS - Program Manager	\$287.88
100: DEVELOPMENT SERVICES	DS - Senior Building Inspector	\$228.55
100: DEVELOPMENT SERVICES	DS - Senior Management Analyst	\$244.55
100: DEVELOPMENT SERVICES	DS - Senior Planner	\$264.11
100: DEVELOPMENT SERVICES	DS - Senior Civil Engineer	\$316.67
100: DEVELOPMENT SERVICES	DS - Senior Office Specialist	\$159.61
100: DEVELOPMENT SERVICES	DS - Watershed Program Manager	\$485.99
100: DEVELOPMENT SERVICES	DS - Watershed Program Technician	\$302.75



Department	Position	Fully Burdened Hourly Rate
100: FINANCE	Fin - Business License Officer	\$131.40
100: FINANCE	Fin - Office Specialist	\$92.63
100: FIRE	Fire - Deputy Fire Marshal	\$204.65
100: FIRE	Fire - Emergency Manager	\$204.65
100: FIRE	Fire - Emergency Medical Technician	\$106.75
100: FIRE	Fire - Ems Coordinator	\$187.75
100: FIRE	Fire - Fire Battalion Chief	\$254.99
100: FIRE	Fire - Fire Captain	\$200.82
100: FIRE	Fire - Fire Chief	\$352.53
100: FIRE	Fire - Fire Division Chief	\$287.77
100: FIRE	Fire - Fire Engineer	\$173.80
100: FIRE	Fire - Fire Inspector	\$143.25
100: FIRE	Fire - Fire Marshal	\$254.99
100: FIRE	Fire - Fire Prevention Technician	\$107.04
100: FIRE	Fire - Firefighter/Paramedic	\$161.03
100: FIRE	Fire - Office Specialist	\$95.27
100: FIRE	Fire - Senior Management Analyst	\$173.84
100: PUBLIC WORKS	PW - Facilities Maintenance Worker I	\$207.21
100: PUBLIC WORKS	PW - Landscape Inspection Supervisor	\$314.51
100: PUBLIC WORKS	PW - Landscape Inspector	\$246.80
100: PUBLIC WORKS	PW - Park Maintenance Supervisor	\$314.51
100: PUBLIC WORKS	PW - Park Maintenance Worker I	\$207.21
100: PUBLIC WORKS	PW - Park Maintenance Worker II	\$232.83
100: PUBLIC WORKS	PW - Parks Maintenance Lead Worker	\$252.97
100: PUBLIC WORKS	PW - Public Works Manager	\$479.36
100: PUBLIC WORKS	PW - Senior Office Specialist	\$219.65
100: PUBLIC WORKS	PW - Street Maintenance Lead Worker	\$246.80
100: PUBLIC WORKS	PW - Street Maintenance Supervisor	\$314.51