

DISCOVER LIFE'S POSSIBILITIES



DEVELOPMENT PERMIT APPLICATION GUIDE FOR EXISTING FACILITIES

Updated August 2025



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SECTION A: DEVELOPMENT PERMIT PROCESS GUIDE FOR EXISTING FACILITIES



SECTION A: DEVELOPMENT PERMIT PROCESS GUIDE FOR EXISTING FACILITIES

WHAT IS A DEVELOPMENT PERMIT AND WHEN IS IT REQUIRED?

A Development Permit is required for development projects that, in accordance with the Municipal Code, must be reviewed and approved by the Development Services Department, Planning Commission or City Council to make sure the project meets applicable regulations, standards, policies and guidelines.

Development is any construction activity or change to a property's landscape, its terrain contour or vegetation. Construction activity can include the addition or change of structures, and the establishment or alteration to the use of land.

WHAT TYPES OF DEVELOPMENT PROJECTS MAY UTILIZE THE SHORT APPLICATION?

Business and property owners looking to use existing facilities and do not propose land development actions such as grading, landscaping, new building construction, or building expansion other than tenant improvements, may use the short application to secure Conditional Use Permits and Director's Permits.

Applicants are encouraged to contact the City's Planning Division at (760) 744-1050, ext. 3204 to determine if this option is available for the proposed project.

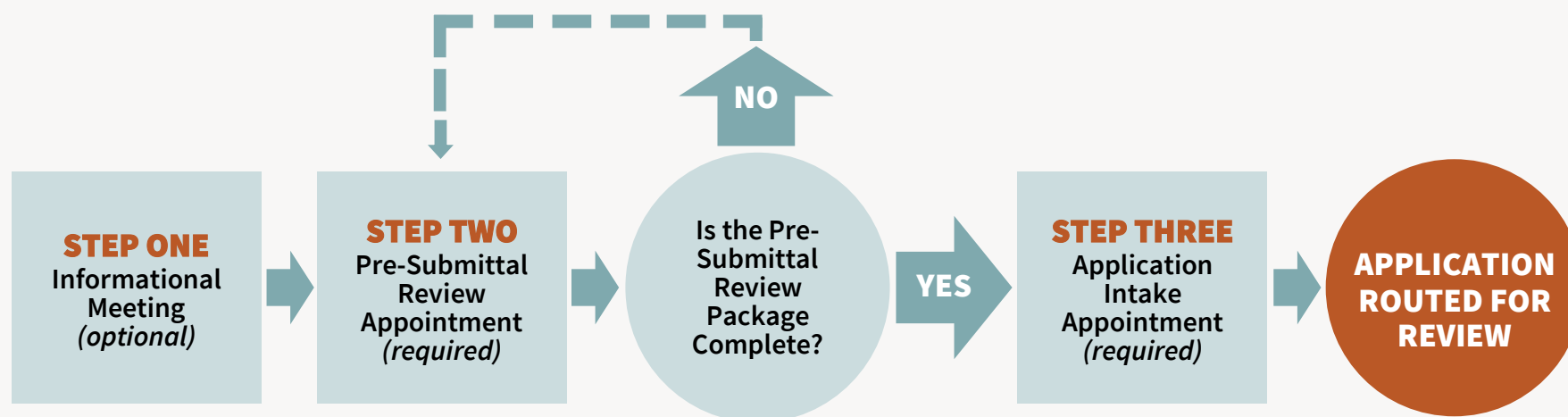
WHY IS THE DEVELOPMENT PERMIT PROCESS IMPORTANT?

The permit process is used by the City to evaluate changes business and property owners are looking to make on an existing facility. In addition to providing staff feedback, the permit process ensures that the changes are consistent with neighborhood, community and city goals. The permit process is also designed to help protect the interests of the property owner and all other affected parties.

HOW DO I APPLY FOR A DEVELOPMENT PERMIT?

At the City of San Marcos, the development services team has streamlined the permit application process into three simple steps pictured in the chart below. To help you better move through the development permit process, each step is also outlined in detail.

DEVELOPMENT PERMIT APPLICATION SUBMITTAL PROCESS





STEP ONE: REQUEST AN INFORMATIONAL MEETING (HIGHLY 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>.

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 bring one copy of the completed application package along with all required forms, documents, plans and drawings to the appointment. *No further copies should be made until the project has been cleared for submittal by the City.*

- 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**, an Application Intake Appointment will be scheduled 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.

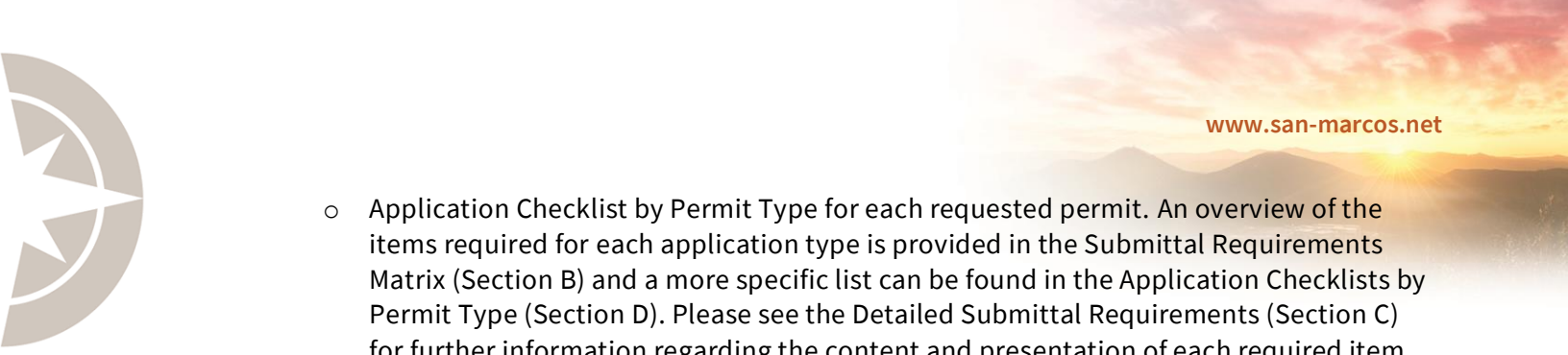
STEP THREE: APPLICATION INTAKE APPOINTMENT (REQUIRED)

After you have received the green light from City staff to submit your application, an Application Intake Appointment will be scheduled to formally intake the application. Your appointment will be scheduled with you by City staff during your Pre-Submittal Review Appointment.

WHO CAN SUBMIT THE APPLICATION DURING AN INTAKE APPOINTMENT?

Any person can submit the application, but it is recommended that the individual submitting be familiar with the project and all submittal materials. Expect the appointment to take between 30 to 45 minutes; however, more time may be required depending on the complexity of the project.

- *What do I need to bring to my intake appointment?*
 - Fees – all submittal fees are due at the time of the appointment.



- 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.

WHAT CAN I EXPECT DURING MY INTAKE APPOINTMENT?


- During an Intake Appointment, city staff will check to see that all forms, documents, plans and drawings are complete. Staff will also confirm that the correct number of copies have been provided, and that all fees have been paid.
- 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.

The background image is a scenic landscape. In the foreground, there are green, leafy branches of a plant. The middle ground shows a valley with a winding road and some buildings. In the background, there are rolling hills and mountains under a clear blue sky. A large, semi-transparent circular graphic with a stylized 'S' shape is overlaid on the left side of the image.

SECTION B: SUBMITTAL REQUIREMENTS FOR EXISTING FACILITIES

SECTION B: SUBMITTAL REQUIREMENTS FOR EXISTING FACILITIES

<p>This matrix provides an overview of the application submittal requirements for certain development projects that use existing facilities. See the following sections for details about requirements for each application type.</p> <p>While this matrix reflects typical requirements, additional documents and information may be required depending upon the specifics of each individual project. Unless otherwise noted, all code sections refer to the San Marcos Municipal Code available on the city's website at http://www.san-marcos.net/departments/city-clerk/municipal-code</p>	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0
	General Application Package	Photographic Survey	Public Notice Package	Title Report	Development Plan Package	Technical Studies	Environmental Review	Fees & Deposits
CONDITIONAL USE PERMIT FOR EXISTING FACILITIES	✓	✓	✓		✓		✓	✓
DIRECTOR'S PERMIT FOR EXISTING FACILITIES	✓	✓	✓		✓		✓	✓

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 every development permit application. This package includes the following items:

- A. **Application:** All sections of the Permit Application must be completed.
- B. **Statement of Operations:** A written description of the operations of the proposed use, which includes identifying the square footage of the existing suite and/or building; any proposed tenant improvements, exterior remodeling, or other minor site improvements; number of parking spaces available for the use; estimated number of employees and customers on site at one time; hours of operation; etc.
- 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. **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:
<http://www.san-marcos.net/departments/public-works/stormwater/development-planning>



2.0 PHOTOGRAPHIC SURVEY

For development permit applications within existing facilities, the Photographic Survey contains photographs of the project site (e.g. buildings, driveways, parking, walkways) that would be changing as a result of the proposed project. The following guidelines apply:

- Photographs must be taken of the exterior areas of the existing development proposed for change. (For example: front side of the building proposed for new storefront windows or parking lot area proposed for repair and restriping). These photographs should be taken from onsite as well as any offsite locations that best identify the character of change.
- Photographs must be taken of all interior spaces within the existing building where tenant improvements are proposed.
- The number of photographs will vary depending on the size of the project; however, the quantity must be sufficient to adequately show all changes proposed for interior and exterior areas.
- The photographs should be in color (3"x 5" to 8" x 10" in size) and be placed in an envelope (not mounted).
- Include a key map indicating the location and direction from which each photograph was taken.
- In addition to the print photos, provide a digital storage device (flash drive) containing digital photos and the key map. The photos should be saved in the .jpg format, and named and numbered consistent with the provided key map. The flash drive should be labeled "Photos" and reference the applicant of record's name and a readily identifiable description of the project (ex. Jones, ABC Conditional Use Permit)

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 on a digital storage device (flash drive) 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, “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 on a single 11”x17” sheet 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

A preliminary title report is not required with the initial application materials for proposed uses within existing facilities. However, a preliminary title report may be deemed necessary and required in some circumstances following review of the submitted application materials by City staff.



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:** All applications that propose remodeling of the building exterior shall include architectural elevations.

If no exterior remodel is proposed, architectural elevations are not required. A note shall be provided on the site plan indicating no exterior modifications are proposed.

Elevation Plans must not be conceptual, but accurately show the proposed finished building appearance for any changes to the building exterior, and be consistent with the site plan and floor plans. Elevations shall include all sides of the building proposed to be remodeled, and shall be accurately scaled. Drawings shall be separate and labeled North Elevation, South Elevation, East Elevation and West Elevation as appropriate. Elevations must indicate:

- Building materials and colors of proposed changes to the building exterior.
- Height of buildings and structures and all applicable dimensions, from the lower of existing exterior grade or proposed finished exterior grade at the location of the proposed changes to the building exterior.
- Any proposed exterior mechanical equipment along with any proposed screening of such equipment.
- Any proposed changes to the roof treatment.
- Any proposed changes to window and door treatment.
- Notes or details sufficient to define all design features and sizes.

- B. **Color Elevations and Renderings:** Color elevations and renderings are not required with initial application materials for uses within existing facilities. However, if remodeling of the building exterior is proposed, color elevations and renderings may be deemed necessary and required in some circumstances following review of the submitted application materials by City staff. Requirement is dependent upon the proposed scope of work.

- C. **Floor Plans:** An accurately scaled and dimensioned floor plan(s) is required for the proposed use. Floor plans must show the existing floor layout, and if applicable, indicate where tenant improvements are proposed. The floor plans must 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. **Site Plan:** A site plan shall be accurately prepared of the existing facilities for the proposed use. The site plan should be adequately detailed and dimensioned. A list of the site plan requirements follows; however, more or less information may be required depending on the nature of the individual project. If minor improvements are proposed for the existing facility, such as parking lot repair/striping, hardscape, landscaping upgrade, fencing, trash enclosure, etc., then this shall be shown and identified on the site plan.
- Existing Zoning and General Plan land use designations.
 - A plot plan at a reduced scale, correctly scaled and dimensioned, of the entire property may be utilized to depict the location of existing structure(s) or building(s) to be used for the proposed use. If the use is proposed to be located within a multi-tenant building, the location of the suite shall be identified on the site plan.
 - Location of off-street (and on-street, where allowed) parking and loading spaces including: 1) A parking calculations 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 existing driveways and access roads to be utilized by the proposed use.
 - Location and dimensions of existing and proposed (if applicable) Americans with Disabilities Act (ADA) accessibility route(s).
 - Location of existing and proposed (if applicable) walls and fences, and the indication of their height and type of construction materials.
 - Location of existing and proposed (if applicable) refuse collection/enclosures to be utilized and an indication of the height and type of construction materials.
 - Location of existing and proposed (if applicable) landscape areas. Any newly created landscape area shall be less than 500 square feet and any rehabilitation of existing landscape areas shall be less than 2,500 square feet; otherwise, the full permit application shall be used which requires submittal of a Landscape Development Package.
 - Depiction of any proposed water and sewer laterals to serve the proposed use. Identify applicable water and sewer agencies. If applicable, plans must show the location of any existing and proposed septic system.
- E. **Lighting Plan:** A lighting plan is not required with initial application of materials for uses within existing facilities. However, if new or changes to the existing exterior lighting are proposed, a lighting plan may be deemed necessary and required for some circumstances following review of the submitted application materials by City staff. Requirement is dependent upon the proposed scope of work.



- F. **Materials Board:** A materials board is not required with initial application materials for uses within existing facilities. However, if remodel of the building exterior is proposed, a materials board may be deemed necessary and required in some circumstances following review of the submitted application materials by City staff. Requirement is dependent upon the proposed scope of work.

6.0 TECHNICAL STUDIES

Depending on the nature of the project, technical studies may be required after the first review cycle.

7.0 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

8.0 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:

- **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.
- **North Arrow:** North direction should be towards the top of sheet unless infeasible.
- **Minimum/Maximum Size:** Plans must be legible and drawn to scale on a minimum sheet size of 11"x17" and a maximum sheet size of 24"x36". Use of "match line" may be required for multiple sheets. To the extent feasible, all plans showing the entire property shall be prepared at the same scale.
- **Folding:** All plans must be collated and folded to 8 ½"x 11" with the Title Block facing out. Plans with 7 or more sheets must be collated into sets of 6 sheets or less and the sets folded separately to 8 ½"x11" with the Title Block facing out.
- **Files:** All application materials are to be submitted in both paper and on a digital storage device (flash drive) at time of submittal. *Electronic Files are to be named per the Permit Checklists' Section Number & Item Description (i.e., 1.0_Application_date; 3.0_ Public Notice Package Certification_date, etc.).* Digital storage devices submitted will not be returned to applicant.
- Additional plans will be required prior to a public hearing decision(s).



SECTION D: APPLICATION CHECKLISTS BY PERMIT TYPE



CONDITIONAL USE PERMIT FOR EXISTING FACILITIES

Conditional Use Permits that utilize existing facilities and do not propose land development actions such as grading, landscaping, new building construction, or building expansion, other than tenant improvements, may utilize this abbreviated application. Consult with Planning Staff prior to submittal as the listed requirements may be modified based on the details of a particular project.

Electronic Files to be named per the Section Number & Item Description (i.e., 1.0_Application_date). Date = yyyyymmdd (i.e., 20190512)

# Copies	Description
1.0 General Application Package	
1	Application
1	Statement of Operations
1	Proof of Ownership
1	Disclosure Statement of Ownership Interest (Disc
1	Indemnification Agreement
1	Hazardous Waste Substance Disclosure Statement
1	CAP Worksheet and Greenhouse Gas Threshold
1	Applicability of Storm Water Best Management Practices (BMP)
2.0 Photographic Survey	
1	Photographic Survey
3.0 Public Notice Package	
1	Radius Map
1	APN Names and Mailing Addresses List
1	Owner & Occupant Electronic Spreadsheet File
1	Public Notice Package Certification
1	Photo of Notice of Permit Application Sign (<i>Submit within 7 days of application submittal</i>)
1	Notice of Permit Application Certification of Posting (<i>Submit within 7 days of application submittal</i>)
	Public Notice Package Fee
4.0 Title Report	
1	Title Report**
5.0 Development Plan Package	
8	Architectural Elevations*
8	Color Elevations and Renderings**
8	Floor Plans
N/A	Grading Plans
N/A	Slope Density Map
8	Site Plans
8	Lighting Plan**
1	Materials Board**
6.0 Technical Studies	
3	Other**
7.0 Environmental Review	
1	Environmental Questionnaire
8.0 Fees & Deposits	
1	Fees & Deposits

**Required if exterior building improvements are proposed*

***May be required after first review cycle*



DIRECTOR'S PERMIT FOR EXISTING FACILITIES

Director's Permits that utilize existing facilities and do not propose land development actions such as grading, landscaping, or new building construction, or building expansion, other than tenant improvements, may utilize this abbreviated application. Consult with Planning Staff prior to submittal as the listed requirements may be modified based on the details of a particular project.

Electronic Files to be named per the Section Number & Item Description (i.e., 1.0_Application_date). Date = yyymmdd (i.e., 20190512)

# Copies	Description
1.0 General Application Package	
	1 Application
	1 Statement of Operations
	1 Proof of Ownership
	1 Disclosure Statement of Ownership Interest
	1 Indemnification Agreement
	1 Hazardous Waste Substance Disclosure Statement
N/A	1 CAP Worksheet and Greenhouse Gas Threshold
	1 Applicability of Storm Water Best Management Practices (BMP)
2.0 Photographic Survey	
	1 Photographic Survey
3.0 Public Notice Package	
	1 Radius Map
	1 APN Names and Mailing Addresses List
	1 Owner & Occupant Electronic Spreadsheet File
	1 Public Notice Package Certification
	1 Photo of Notice of Permit Application Sign <i>(Submit within 7 days of application submittal)</i>
	1 Notice of Permit Application Certification of Posting <i>(Submit within 7 days of application submittal)</i>
	Public Notice Package Fee
4.0 Title Report	
N/A	--- Title Report
5.0 Development Plan Package	
	8 Architectural Elevations*
	8 Color Elevations and Renderings**
	8 Floor Plans
N/A	--- Grading Plans
N/A	--- Slope Density Map
	8 Site Plans
	8 Lighting Plan**
	1 Materials Board**
6.0 Technical Studies	
	3 Other**
7.0 Environmental Review	
	1 Environmental Questionnaire
8.0 Fees & Deposits	
	1 Fees & Deposits

**Required if exterior building improvements are proposed*

***May be required after first review cycle*



APPENDIX



Appendix

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
- Applicability of Storm Water Best Management Practices

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: Fee Schedule





Appendix

APPENDIX A: APPLICATION

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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 _____

*(You may be billed an additional amount for any overnight mailings and/or public noticing which must be paid prior to any public hearing/decision).

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: 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.

Signature of Applicant

Date

Please Print or Type Signature's Name

Signature of Property Owner*

Date

Please Print or Type Signature's Name

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



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: _____

(Print name)

Its: _____

(Title, if any)



Appendix

ENVIRONMENTAL QUESTIONNAIRE

(to be completed by Applicant)

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"/>



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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

City

- ☐ **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.	<hr/>		
2.	<hr/>		
3.	<hr/>		
4.	<hr/>		
5.	<hr/>		

Signature of Applicant

Date

Applicant's Name (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

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?

- Single Family Housing: 36 dwelling units
- Multi-Family Housing: 55 dwelling units
- Office: 43,000 square feet
- Commercial Space: 20,000 square feet
- Regional Shopping Center: 18,000 square feet
- Hotel: 37 rooms
- Restaurant (Sit-Down): 6,500 square feet
- Restaurant (Drive-Thru, High Turnover): 2,400 square feet
- General Light Industrial: 58,000 square feet
- University: 263 students
- Mixed-Use: See *Guidance to Demonstrating Consistency* memorandum for methods to estimate mixed-use development thresholds
- Other: 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.

☐
☐

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.

2. Is the proposed project consistent with the City’s existing General Plan land use designation?

☐
☐

If “**Yes**”, proceed to Step 2.

If “**No**”, proceed to Question 3 of Step 1

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?

☐
☐

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.		
---	--	--

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.

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?

☐
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☐

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.

☐
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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
<p>3. Transportation Demand Management (Measure T-9)</p> <p><u>Multi-Family Residential and Non-Residential:</u> Will the project develop and implement a TDM plan that includes, at a minimum, all of the TDM strategies listed below?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide discounted monthly transit pass or provide at least 25 percent transit fare subsidy to residents/employees. <input type="checkbox"/> Provide designated car-share, carpool, vanpool, and/or park-and-ride parking spaces.² <input type="checkbox"/> Provide pedestrian connections between all internal uses and to all existing or planned external streets around the project site(s). <input type="checkbox"/> Provide secure bicycle parking spaces or bicycle racks, showers, and clothes lockers. <input type="checkbox"/> 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. <p style="text-align: center;">-or-</p> <p>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 percent ³ for all residents?</p> <p>Check “N/A” if the project is a single-family residential project or is not subject to the City’s TDM Ordinance.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.



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

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

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:

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.

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

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:

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:

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

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:

8. Urban Tree Canopy (Measure C-2)

Single-Family Residential: Will the project plant a minimum of one tree per single-family residential unit?

-or-

Multi-Family Residential and Non-Residential: If the project is providing more than 10 parking spaces, will the project plant at least one tree per five parking spaces provided?

☐
☐
☐

Check "N/A" if planting the required number of trees on-site would be infeasible.

Please substantiate how the project satisfies question 8:

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

APPLICABILITY OF STORM WATER BEST MANAGEMENT PRACTICES (BMP) REQUIREMENTS

(Storm Water Intake Form for all Development Permit Applications)

Form J-1
[July 2025]

Project Identification

Project Name:

Description:

Permit Application Number (if applicable):

Date:

Project Address:

APN:

The project is (select one): ☐ New Development ☐ Redevelopment

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

The total proposed disturbed area is: _____ ft² (_____) acres

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. Depending on the outcome, the project will either be subject to "Standard Project," "Priority Development," and/or "Trash Capture" requirements, or the project will not be considered a development project.

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

Please contact Land Development Engineering staff with any questions on this form: engineeringdivision@san-marcos.net

Continue to the next page and answer each question, starting with Step 1 and progressing through each step as noted.



Question	Answer
STEP 1: Determine if project is a "development project"	
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, <u>continue to Step 2</u> . <input type="checkbox"/> No, permanent BMP requirements do not apply. No SWQMP will be required. <u>Provide brief discussion below</u> then Skip to Step 5 and select " Not a development project "
Discussion / justification if the project is <i>not</i> a "development project" (e.g., the project includes <i>only</i> interior remodels within an existing building):	
STEP 2: Determine if project is exempt from PDP requirements pursuant to MS4 Permit Provision E.3.b. (3)	
Is the project <i>limited to</i> any of the following: Option 1. Constructing new or retrofitting paved sidewalks, bicycle lanes or trails which are one or more of the following: <ul style="list-style-type: none">• Designed and constructed to direct storm water runoff to adjacent vegetated areas, or other nonerodable permeable areas• Designed and constructed to be hydraulically disconnected from paved streets or roads• Designed and constructed with permeable pavements or surfaces in accordance with USEPA Green Streets guidance Option 2. Retrofitting or redeveloping existing paved alleys, streets, or roads that are designed and constructed in accordance with the USEPA Green Streets guidance Option 3. Ground Mounted Solar Array that meets the criteria provided in section 1.4.2 of the BMP manual	<input type="checkbox"/> Yes, permanent BMP requirements do not apply. <u>Provide brief discussion below, identifying which Option applies to the project</u> then skip to Step 4 to determine if Trash Capture requirements apply. In Step 5 select " Standard Project " <input type="checkbox"/> No, project is <i>not</i> PDP exempt. <u>Continue to Step 3</u> .
Discussion / justification, and additional requirements for exceptions to PDP definitions, if applicable:	



Step 3: Determine if project is a Priority Development Project (PDP)

Question	Answer
Step 3a: Please answer all the following questions then continue to Step 3b:	
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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: (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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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. (ii) 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No



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>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Question	Answer
Step 3b: Was “Yes” selected for one or more of the questions above?	<input type="checkbox"/> Yes, project is a PDP. If project is a redevelopment project, <u>continue to Step 3c</u> . If project is a new development project, Skip to Step 4 . In Step 5 select “ Priority Development Project (PDP) ” <input type="checkbox"/> No, project is a Standard Project, Skip to Step 4 to determine if Trash Capture requirements apply. In Step 5 select “ Standard Project ”

Step 3c: For redevelopment projects, provide the following information and continue to Step 3d:

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: _____%

Step 3d: Is the percent impervious surface created or replaced less than or equal to fifty percent?	<input type="checkbox"/> Yes, only new impervious areas are considered PDP. <u>Continue to Step 4</u> . <input type="checkbox"/> No, entire project area is considered PDP. <u>Continue to Step 4</u> .
--	--

Step 4: Determine if trash capture requirements apply

Step 4a: Is the Project within any of the following Priority Land Use (PLU) categories? High Density Residential (R-2, R-3-6, R3-10) Industrial (L-I, B-P, I, I-2) Commercial (C, NC, OP, SR) Mixed Use (MU-1, MU-2, MU-3, MU-4)) Public Transportation Stations	<input type="checkbox"/> Yes, <u>continue to Step 4b</u> . <input type="checkbox"/> No, project is exempt from Trash Capture requirements. <u>Provide brief discussion below then Skip to Step 5</u> .
--	---

Step 4b: Is the project <i>limited to</i> any of the following: Option 1: A single-family home or an addition or alteration of one single family home? Option 2: An accessory dwelling unit (ADU)? Option 3: Creating equal to or less than 250 SF of new or replaced impervious area? Option 4: Trenching of underground utilities? Option 5: EV charging stations, self-sustaining fuel cells, transformers, generators and related supporting infrastructure?	<input type="checkbox"/> Yes, project is exempt from Trash Capture requirements. <u>Provide brief discussion below, identifying which Option applies to the project then continue to Step 5</u> . <input type="checkbox"/> No, project is subject to Trash Capture requirements. <u>Continue to Step 5 and Select “Trash Capture”</u> in addition to Standard or PDP.
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Discussion / justification if trash capture requirements do not apply:



Step 5: Identify project type. Select the applicable project type(s) below based on Step 1-4 of this form:

- ☐ **Not a development project:** project is not subject to requirements in the BMP manual
- ☐ **Trash Capture:** project must comply with trash capture requirements and provide a PDP or Trash Capture SWQMP
- ☐ **Standard Project:** project must comply with stormwater requirements of the BMP manual and provide forms J-3 and J-4
- ☐ **Priority Development Project (PDP):** project must comply with stormwater requirements of the BMP manual and provide a PDP SWQMP

Property Owner Certification

Property Owner's Signature

Date

Print Name, Company

 $\frac{1}{2}$



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:

- “Notice of Permit Application” sign must be 16 square feet in size having the above information and must be posted on the site in a conspicuous location visible from the street within seven days of application submittal. (Exception: Large Family Child Care applications: 4 square feet)
- Sign must be affixed to a hardback, wood/solid surface with two (2) posts and be weather proof. If the project will be locating within a multi-tenant existing building, it is acceptable to attach the sign to the tenant space on the building.
- A photo of the sign must be submitted to the Planning Division after submittal of the application. (The photo can be e-mailed or mailed).
- Please have the sign removed 15 days after final Administrative/Planning Commission/City Council action.



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
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Applicant’s Name (Printed)	Telephone Number
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Address	City	State	Zip Code
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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	PRIVATE
LOT:			100%	1 BDRM			
BUILDING:				2 BDRM			
PARKING:				3 BDRM			
LOADING:							
LANDSCAPING:				TOTAL UNITS			
PARKING		ORD. REG.		DRIVEWAY (SIZE AND SLOPE)	SETBACKS		
GARAGE		LOADING		ONE WAY	FRONT:	REAR:	
COVERED:		HANDICAP		TWO WAY	LEFT SIDE:		
OPEN:		TOTAL		SLOPE	RIGHT SIDE:		



APPENDIX G: FEE SCHEDULE

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 hourly staff rate.

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 (CUP)	
- Major	\$7,300
- Minor	\$2,433
- Non-Profit Organization	\$1,050
- 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 Documents (CEQA)	
- Negative Declaration (ND)	\$1,500
- Mitigated Negative Declaration (MND)	\$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 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	\$1,000
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	\$3,600
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) ⁶	\$1,401.75
County Clerk Processing Fee ⁷	\$50.00

⁶ 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).

⁷ Other County Clerk fees may be applicable.

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