



Development Services Department – Planning Division
300 North Coast Highway | Oceanside, CA 92054 | (760) 435-3520

Application Documents that may be Required for Submittal

This is a list of documents that may be required for application submittal. For a project specific checklist, please fill out the [pre-application](#).

- **Description & Justification Letter** – A project narrative describing the complete project scope, including, but not limited to, an architectural narrative, projects size, proposed land uses(s), building size, height and story count, site access, parking, landscaping, civil improvements, and other development details. The description and justification letter should also provide a response to required findings for the project.
- **Title Report** – The title report shall include a legal description of the property and shall be less than 1 year old.
- **Site Photos**
- **Site Plans** – The site plan shall include all items listed in [Article 43, Section 4304B](#) of the Zoning Ordinance.
- **Conceptual Landscape Plans** – Conceptual landscape plan requirements can be found [here](#).
- **Grading Plan** – A grading plan may be required by Engineering.
- **Tentative Map** – Form and content requirements can be found in [Section 401](#) of the Subdivision Ordinance.
- **Architectural Package** – The architectural package should include the following elevations, floor plans, roof plans, proposed uses for each space, type and colors of exterior material, elevations, architectural features, etc.
- **Notification Radius Map & Excel Mailing List** – A radius map and EXCEL mailing list Pursuant to [City Council Policy 300-14](#).
- **Community Outreach Plan Outline** – an outline for the required written community outreach plan. Items required in the community outreach plan can be found in [City Council Policy 300-14](#).
- **Environmental Information Form (EIF)** – The EIF can be found [here](#).
- **Storm Water Quality Assessment Form** – The SWQA form can be found [here](#).
- **Vehicle Miles Travelled (VMT) Project Information Form (PIF)** – The VMT PIF can be found [here](#).
- **Geotechnical Report** – A geotechnical report may be required by Engineering.
- **Hydrology Report** – A hydrology report may be required by Engineering.
- **Street Names** – A list of potential street names for any unnamed street or alley.