



**Application for Discretionary Permit**

Development Services Department / Planning Division  
 (760) 435-3520  
 Oceanside Civic Center 300 North Coast Highway  
 Oceanside, California 92054-2885

**STAFF USE ONLY**

ACCEPTED	BY
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**Please Print or Type All Information**

HEARING

**PART I – APPLICANT INFORMATION**

1. APPLICANT		2. STATUS		GPA	
3. ADDRESS		4. PHONE/FAX/E-mail		MASTER/SP.PLAN	
5. APPLICANT'S REPRESENTATIVE (or person to be contacted for information during processing)		7. PHONE/FAX/E-mail		ZONE CH.	
6. ADDRESS		7. PHONE/FAX/E-mail		TENT. MAP	
				PAR. MAP	
				DEV. PL.	
				C.U.P.	
				VARIANCE	
				COASTAL	

**PART II – PROPERTY DESCRIPTION**

8. LOCATION			9. SIZE		
10. GENERAL PLAN	11. ZONING	12. LAND USE	13. ASSESSOR'S PARCEL NUMBER		
14. LATITUDE		15. LONGITUDE			

**PART III – PROJECT DESCRIPTION**

16. GENERAL PROJECT DESCRIPTION				
17. PROPOSED GENERAL PLAN	18. PROPOSED ZONING	19. PROPOSED LAND USE	20. NO. UNITS	21. DENSITY
22. BUILDING SIZE	23. PARKING SPACES	24. % LANDSCAPE	25. % LOT COVERAGE or FAR	

**PART IV – ATTACHMENTS**

26. DESCRIPTION/JUSTIFICATION	27. LEGAL DESCRIPTION	28. TITLE REPORT
29. NOTIFICATION MAP & LABELS	30. ENVIRONMENTAL INFO FORM	31. PLOT PLANS
32. FLOOR PLANS AND ELEVATIONS	33. CERTIFICATION OF POSTING	34. OTHER (See attachment for required reports)

**PART V – SIGNATURES**

SIGNATURES FROM ALL OWNERS OF THE SUBJECT PROPERTY ARE NECESSARY BEFORE THE APPLICATION CAN BE ACCEPTED. IN THE CASE OF PARTNERSHIPS OR CORPORATIONS, THE GENERAL PARTNER OR CORPORATION OFFICER SO AUTHORIZED MAY SIGN. (ATTACH ADDITIONAL PAGEAS AS NECESSARY).

35. APPLICANT OR REPRESENTATIVE (Print):	36. DATE	37. OWNER (Print)	38. DATE
Sign:		Sign:	

• I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. FURTHER, I UNDERSTANDING THAT SUBMITTING FALSE STATEMENTS OR INFORMATION IN THIS APPLICATION MAY CONSTITUTE FRAUD, PUNISHABLE IN CIVIL AND CRIMINAL PROCEEDINGS.  
 • I HAVE READ AND AGREE TO ABIDE BY THE CITY OF OCEANSIDE DEVELOPMENT SERVICES DEPARTMENT AND ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT POLICY NO. 2011-01/POLICY AND PROCEDURE FOR DEVELOPMENT DEPOSIT ACCOUNT ADMINISTRATION.

## PART I – APPLICANT INFORMATION

1. Applicant: Please indicate the first, middle and last name of the person making the application.
2. Status: Indicate the applicant's status of involvement with the property. Is he/she the owner, developer, lessee or agent?
3. Address: Indicate the applicant's full address.
4. Phone: Number where the applicant can be reached from 8:00 a.m. to 5:00 p.m. on weekdays.
5. Applicant's Representative: If the applicant is being represented by an attorney, engineer, development corporation, etc., please indicate the representative's name here. The staff will deal mostly with the representative during processing, with the owners receiving information, unless other arrangements are requested.
6. Address: Indicate the applicant's representative's complete address.
7. Phone: Number where the representative can be reached from 8:00 a.m. to 5:00 p.m. on weekdays.

## PART II – PROPERTY DESCRIPTION

8. Location: Using street numbers and names along with prominent geographical and manmade features, describe where the property is located within the City of Oceanside.
9. Size: The size of the property involved by acreage or square footage.
10. General Plan: The existing General Plan Land Use Designation for the property.
11. Zoning: The existing zoning of the property.
12. Land Use: The existing land use of the property. Please distinguish between vacant land and land being used for agricultural purposes.
13. Assessor's Parcel Number: The Assessor's book, page and parcel number of all parcels included in this application.
14. Latitude: Please provide.
15. Longitude: Please provide.

## PART III – PROJECT DESCRIPTION

16. General Project Description: Very briefly describe the nature of your project. Examples might be: Variance to reduce the side-yard setback from 5 feet to 3 feet; or Conditional Use Permit for an automobile service station at the corner of Surfrider Way and North Coast Highway Streets; or Development Plan for 116 single-family detached units.
17. Proposed General Plan: If you are proposing a change in the General Plan, please indicate the new land use designation.
18. Propose Zoning: If you are proposing a Zone Change, please indicate the new zone (s).
19. Proposed Land Use: If you are proposing a change in the land use of the property, please indicate what the new land use will be.
20. Number of Units: If yours is a residential project, please indicate the number of dwelling units which will be in the complete project.
21. Density: If yours is a residential project, please indicate the gross density (dwelling units per acre) of the completed project.
22. Building Size: Residential—the range in square footage of the units you will be building; Commercial/Industrial—the size of your proposed building.
23. Parking Spaces: The total number of parking spaces that will be available within the completed project.
24. Percent Landscaping: The percentage of your entire lot that will be landscaped and irrigated by the developer prior to occupancy of the building or units.
25. Percent Lot Coverage or Floor Area Ratio: The percentage of the lot covered or floor area ratio, as defined in Article 3 of the Oceanside Zoning Ordinance.

## PART IV – ATTACHMENTS

### ATTACHMENTS 26 THROUGH 32 MUST BE SUBMITTED WITH ALL APPLICATIONS.

26. Description and Justification: Please submit a detailed description of your project. Describe as completely as possible the purpose and objectives of your project, any and all construction that may be accomplished as a result of approval of this project and the project's benefits to yourself, the property, the neighborhood and the City of Oceanside. For all Development Plans, Coastal Permits, Variances and Conditional Use Permits, please address the following questions as required by the Zoning Ordinance:

Development Plans: Section 4306 of the Zoning Ordinance requires that proof be submitted in support of the following statements:

- (a) That the site plan and physical design of the project as proposed is consistent with the purposes of the Zoning Ordinance;
- (b) That the Development Plan as proposed conforms to the General Plan of the City;
- (c) That the area covered by the Development Plan can be adequately, reasonably and conveniently served by existing and planned public services, utilities and public facilities;
- (d) That the project as proposed is compatible with existing and potential development on adjoining properties or in the surrounding neighborhood.;
- (e) That the site plan and physical design of the project is consistent with the policies contained within Section 1.24 and 1.25 of the Land Use Element of the General Plan, the Development Guidelines for Hillsides, and Section 3039 of this ordinance.

Coastal Development Permits: The Local Coastal Program requires that proof must be submitted in support of the following statements:

- (a) That the project conforms to the Local Coastal Plan, including the policies of that Plan; and
- (b) That all development within the appeal area conforms to the public access and recreation policies of Chapter 3 of the Coastal Act.

Variances: Section 4105 of the Zoning Ordinance requires that proof be submitted in support of the following statements:

- (a) That because of special circumstances or conditions applicable to the development site – including size, shape, topography, location or surroundings – strict application of the requirements of this ordinance deprive such property of privileges enjoyed by other property in the vicinity and under identical zoning classifications;
- (b) That granting the application will not be detrimental or injurious to property or improvements in the vicinity of the development site, or to the public health, safety or general welfare; and
- (c) That granting the application is consistent with the purposes of this ordinance and will not constitute a grant of special privilege inconsistent with limitations on other properties in the vicinity and in the same zoning district; and, if applicable,
- (d) OS District Only. That granting the application is consistent with the requirements of Section 65911 of the Government Code and will not conflict with General Plan policies governing orderly growth and development and the preservation and conservation of open-space lands.

Conditional Use Permits: Section 4105 of the Zoning Ordinance requires that proof be submitted in support of the following statements:

- (a) That the proposed location of the use is in accord with the objectives of this ordinance and the purposes of the district in which the site is located
  - (b) That the proposed location of the conditional use and the proposed conditions under which it would be operated or maintained will be consistent with the General Plan; will not be detrimental to the public health, safety or welfare of persons residing or working in or adjacent to the neighborhood of such use; and will not be detrimental to properties or improvements in the vicinity or to the general welfare of the City.
  - (c) That the proposed conditional use will comply with the provisions of this ordinance, including any specific condition required for the proposed conditional use in the district in which it would be located.
27. Legal Description: A complete legal description of all the property involved is required. This can usually be obtained from the deed to the property or from a title company. A metes-and-bounds legal description or recorded map information is required for each parcel or area on which a Zone Change is being made or a recorded map. This document is separate from the title reports.
28. Title Report: Less than 12 months old.
29. Notification Map and Labels: Pursuant to City Council Policy 300-14 and mailing labels for each individual property owner and tenant is required. The labels must be keyed to the mail notification radius map. Detailed instructions and a sample map are included with this application form. On the mailing labels please include your name, the representative's name and the names of other interested parties. All projects submittals should include one hardcopy of all required mailing labels (with total number of labels denoted); one electronic format CD of the mailing labels preferably in excel format; one hardcopy printout of all addresses with radius map; and the applicable fees submitted. Mailing labels should be updated anytime a six month period has passed.
30. Environmental Information Form: All applications must include an environmental assessment to meet the requirements of the California Environmental Quality Act of 1970. Separate forms for this assessment are attached to this application. Please complete the following instructions on those forms.
31. Plot Plans: (20 copies required, -15 copies with final submittal - and 8 1/2 " X 11" reductions of all plans submitted). The plot plan must be sufficiently detailed to allow all reviewing City departments and other agencies to evaluate all the physical aspects of your project without additional information. Include the information as specified on the attached checklist. (Folded to 8 1/2" X 13" size or similar).
32. Floor Plans and Elevations: (20 copies required -15 copies with final submittal - and 8 1/2 " X 11" reductions of all plans submitted). The floor plans shall detail the proposed uses and indicate exterior wall openings and be fully dimensioned. All elevations must indicate the type and color(s) of all exterior materials and architectural features, showing all exterior wall openings. (NOTE: application will not be accepted unless ALL plans are folded to a size smaller than 8" 1/2" X 14").
33. Certification of Posting: The "Certification of Posting" must be returned to the Planning Division within 24 hours of posting the on site notice of project application sign.
34. Other: This attachment would include any other information, which the City of Oceanside may need to evaluate your project. This might include reports, drawings of proposed signs, marketing information, photographs, renderings, etc. Specific new and redevelopment projects must include an urban runoff threat assessment to meet the requirements of the California Regional Water Quality Control Board Order 2001-01. Separate forms for this assessment are attached to this application.

## **PART V – SIGNATURES**

**ALL BLOCKS MUST BE SIGNED AND DATED AS APPROPRIATE OR THE APPLICATION CANNOT BE ACCEPTED.**

- Date of applicant's or representative's signature.
- The applicant must sign to certify the correctness of the information on the application form.
- Date of applicant's signature.
- The owners of all the property involved must sign to indicate that the application is being filed with their knowledge. Ownership will be verified against the records of the County Recorder and County Assessor. If signatures are difficult to obtain because of time or distance, letters designating the applicant as the agent of the owner to file on the owner's behalf will be acceptable.
- The owners and applicant of the property agree to abide by the City of Oceanside Development Services Department and Economic and Community Development Department Policy No. 2011-01/Policy and Procedure for Development Deposit Account Administration.