



Development Processing Guide

Development Services Department
Planning Division
September 2020

CITY OF OCEANSIDE

Vision Statement

The City of Oceanside will be a safe, culturally diverse community that empowers its citizens to provide an environment that promotes economic development, supports quality education, fosters the cultural arts and preserves its natural resources.

Mission Statement

The City of Oceanside's mission is to enhance the quality of life through outstanding service to its diverse community.

Core Values

The City of Oceanside values...

Integrity...Excellent customer service...Quality of life...

Teamwork...Leadership...Innovation



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This document is available in PDF at the City of Oceanside website:

<https://www.ci.oceanside.ca.us/gov/dev/planning/permit/processing.asp>

INTRODUCTION

In partnership with our community, the Development Services Department is committed to providing the highest level of service. The Department guides, encourages and promotes responsible development to meet the opportunities of Oceanside's future as it relates to the physical, environmental, social, economic, cultural, and safety needs of the community.

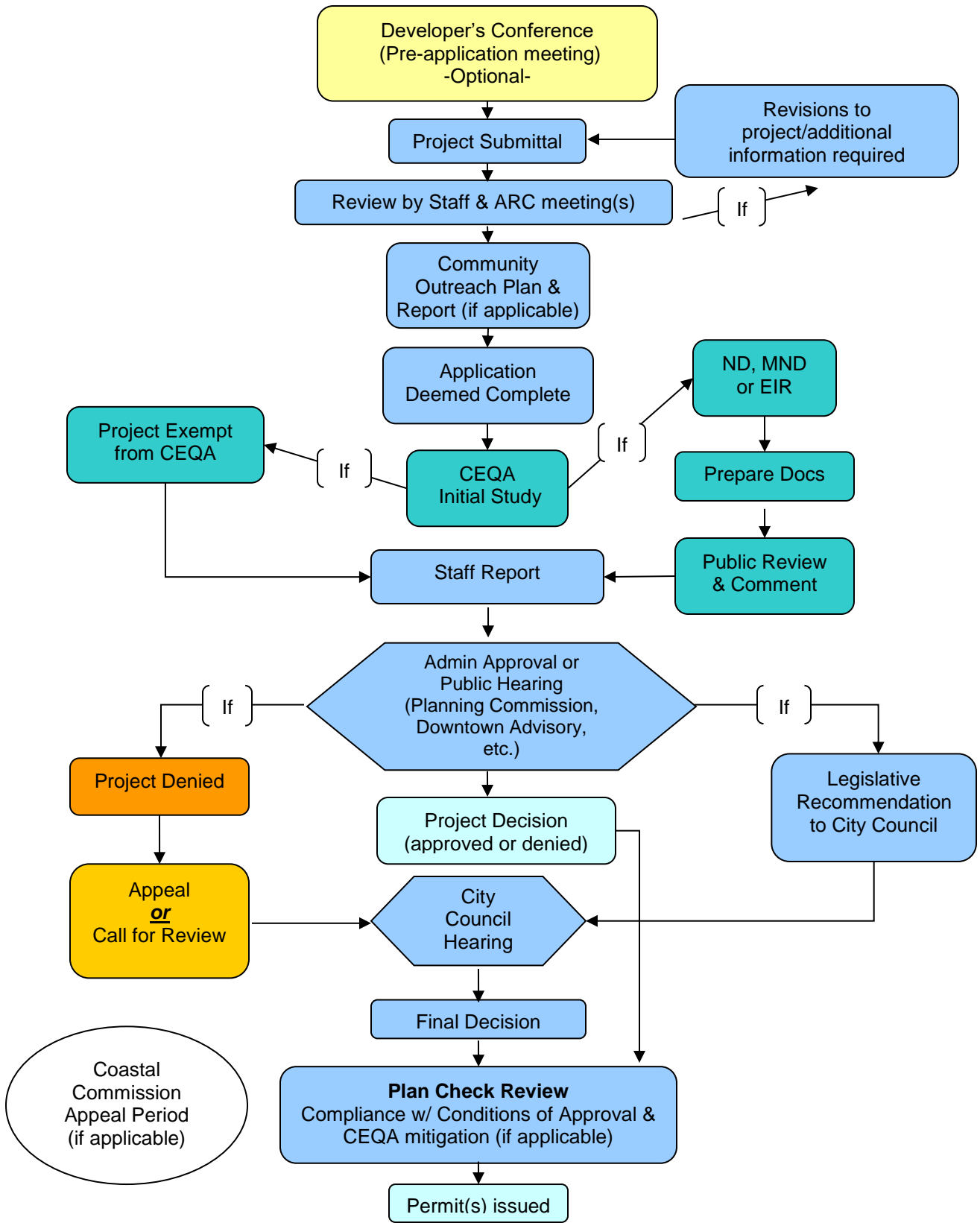
Our Core Values are:

- Integrity
- Excellent Customer Service
- Quality of Life
- Teamwork
- Leadership
- Innovation

This document illustrates how a development project is typically processed through the City of Oceanside Development Services Department (Planning, Engineering, Fire, Water Utilities and Building). A sample process flow chart is followed by descriptions of the development review process within each Division or Department.

We hope that this *Development Processing Guide* will serve as a reference for the processing of your own project through the various stages of project review and will assist you in gaining a better understanding of the City of Oceanside's development review process.

**CITY OF OCEANSIDE
DEVELOPMENT PROCESS FLOW CHART**





DEVELOPMENT PROCESSING OVERVIEW

The Development Review Process – Application Review Committee (ARC)

Planning Division staff coordinates the discretionary entitlement review process for development proposals that require review/approval by the City Planner, Planning Commission or City Council/Harbor Board of Directors/Community Development Commission. The review process involves an Application Review Committee comprised of staff representatives from various City departments and other agencies, including but not limited to the following:

- Engineering (Landscaping, Stormwater, Geotechnical, etc.)
- Traffic/Transportation
- Building Division
- Water Utilities Department
- Fire Department
- Police Department
- Housing and Neighborhood Services Department
- Coastal Commission
- North County Transit District

Developer’s Conference – Prior to Submitting an Application (optional)

Prior to submitting a formal entitlement application for development to the Planning Division, developers are encouraged to meet with Development Services staff representatives from various departments to obtain preliminary direction and input. The Planning Division schedules and conducts Developer’s Conference meetings twice a month (on an appointment basis) in order to provide a forum for discussing policy issues, constraints, and opportunities for developing sites throughout the City.

Please see the Developer’s Conference webpage (<https://www.ci.oceanside.ca.us/gov/dev/planning/permit/dc.asp>) for the most current calendar and the meeting request form with required submittal items. Payment of a fee shall be required at the time of the meeting. Please refer to our current Planning fee schedule: <https://www.ci.oceanside.ca.us/gov/dev/fees.asp>.

Application Submittal

Entitlement applications are accepted by appointment if submitted in person, or they can be submitted electronically (<https://www.ci.oceanside.ca.us/gov/dev/services/eps.asp>). Please email



planning_web@oceansideca.org to schedule a submittal appointment. At the time an entitlement application is submitted, the developer is required to provide project information in the form of plans, reports, etc. and pay all filing fees.

The required Discretionary Application, Environmental Information Form, Storm Water Quality Assessment, and Vehicle Miles Travelled (VMT) Project Information Form are attached in Appendix A. Plan and submittal requirements are outlined in Appendix B. The entitlement processing fees and Developer Deposit Account Policy No. 2011-01 are linked and included in Appendix C. Please note that fees are subject to periodic change,

The Review Process Begins

When entitlement applications are received, they are assigned project number(s) and are logged in to the Planning Division's project database. Copies of the application and plans are circulated to all relevant City departments and any other governmental agencies with an interest in the project. The assigned project planner manages and coordinates the project's review with other City staff for the duration of project's review.

The majority of discretionary entitlement applications require a public hearing before the Planning Commission and sometimes the City Council (depending on type of entitlement and/or project location). However, certain minor land use/development applications are subject to administrative staff review and can be approved by the City Planner without a public hearing. The Administrative Review Process is set forth in Article 43 of the Zoning Ordinance (<https://www.ci.oceanside.ca.us/gov/dev/planning/zoning.asp>). Regardless of the decision-making authority, the same review procedures apply.

The project manager thoroughly reviews the application for completeness and for consistency with applicable codes and policies. The applicant's completed Environmental Information Form is also reviewed and additional information and/or studies may be requested at this time.

Application Review Committee (ARC) Meetings

During initial review, meetings and discussions may occur between the development review staff and the applicant (or his/her representative). Once initial review of the project has taken place, staff comments are forwarded to the project manager. Three weeks after the initial submittal of the application, the project manager will notify the applicant of the opportunity to attend an Applicant Review Committee (ARC) meeting to go over initial project review comments. As comments

and questions may be clarified at the ARC meeting, the project planner will then compile an ARC comment letter noting whether the application is complete or incomplete and list any outstanding issues. This letter will be sent within 30 days from the project submittal date (within a week after the ARC meeting). The applicant will then address the outstanding comments and prepare revised plans and/or documents for review. Resubmittal appointments should be scheduled directly with the assigned project planner.

Deeming the Project Complete & CEQA Determination

It may take several review cycles for all ARC members to deem their review of an application complete. Once all necessary information is reviewed and the project is deemed complete with no outstanding issues, a California Environmental Quality Act (CEQA) determination must be made. Unless the project is exempt from environmental review, one of the following documents will need to be prepared prior to taking action on the project: an Environmental Impact Report, a Mitigated Negative Declaration or a Negative Declaration. For additional information about CEQA, please refer to <https://www.opr.ca.gov/ceqa/>.

When the project application is deemed complete, all reviewing departments will forward their recommended conditions of approval to the project manager. The project manager will draft the Staff Report and Resolution for the Planning Commission Public Hearing or the administrative decision. If the project requires, it may be brought before an advisory committee such as the Downtown Advisory Committee or Oceanside Historic Preservation Advisory Commission (at a public hearing) prior to a public hearing before the decision-making body.

The Storm Water Quality Management Plan (SWQMP) is required to be “deemed complete” prior to scheduling a public hearing or conveying administrative approval. This requirement is in accordance with the San Diego Regional Water Quality Control Board - Municipal Storm Water Permit, which compels the City to ensure that “all proposed development projects” comply with applicable storm water regulations “during the planning process and prior to project approval”.

Project processing timelines are typically dependent on the number of review cycles it takes for the application to be deemed complete by all ARC members and the type of CEQA review required. Projects that are exempt from CEQA can be processed in approximately 4 to 6 months for administrative (City Planner) projects and 6 to 9 months for projects requiring approval by the Planning Commission. Projects that require a Negative Declaration or Mitigated Negative Declaration will take an additional 2 to 3 months to process upon the project being deemed complete.

Projects that require an Environmental Impact Report typically take up to 1 to 2 years to process.

Public Notification

Public notification for discretionary entitlement proposals are subject to the provisions of City Council Policy 300-14, Enhanced Notification Program (see Appendix D). The Enhanced Notification Program includes the following provisions:

- Expanded Radius Requirements for Mail Notification of Discretionary Proposals –requires a 1,500-foot property owner notification radius for the following discretionary entitlement proposals: General Plan Land Use Amendments; Specific Plans, Master Plans or Planned Developments; Zone Changes; Residential projects of five (5) dwelling units or more; Commercial projects with a site area of five (5) acres or greater; Industrial projects; and projects which require a Conditional Use Permit. The notification radius for all other discretionary entitlement proposals is 500 feet and mail notification to all residential tenants/occupants within 100 feet of a project site.
- Advance Mail Notification (Notice of Application) – requires a notice be sent, via mail, informing recipients of pending discretionary entitlement proposals, for all projects within 15 days of the submittal of an application.
- On-site signage – requires a **yellow** notice sign be posted at the project site notifying the public of the pending application within 15 days of the application (see sign template in Appendix D). The project planner can email the Word version of the template if requested.
- Community Outreach Plan – projects which include a General Plan Land Use Amendment; Specific Plan, Master Plan or Planned Development; Zone Change; Residential projects of five (5) dwelling units or more; Commercial projects with a site area of five (5) acres or greater; Industrial projects; or Conditional Use Permits shall comply with the community outreach provisions prior to the application being deemed complete.
- Interested Party Notification List – requires the City to maintain a list of interested parties and include them in all project notification.
- Web-Based Notification – requires the posting of the application cover page to the City’s website within 15 days of the submittal of an application for a discretionary entitlement.

Public Hearing

The Planning Commission or appropriate decision-making body considers the applicant's request for approval of the project, listens to public testimony and can approve, conditionally approve, continue the hearing or deny the project. If the applicant's project is approved, the Planning Commission or decision-making body will adopt the Resolution of Approval. If the project is denied, the applicant may consider appealing the decision per Article 46 of the Zoning Ordinance (<https://www.ci.oceanside.ca.us/civicax/filebank/blobdload.aspx?BlobID=26054>) or redesign and submit a new application to the Planning Division. For more information about the public hearing process, please refer to Articles 41 and 43 of the Zoning Ordinance (<https://www.ci.oceanside.ca.us/civicax/filebank/blobdload.aspx?BlobID=26050>).

Projects involving General Plan Amendments, Zone Changes (legislative actions) or those that involve regulated uses, also require a public hearing and final action by the City Council.

Appeal or Call for Review

Appeals of Planning Commission decisions by an applicant or interested party can be initiated within 10 calendar days of the Commission's final action (20 days for projects in the Coastal zone) adopting the resolution. The resolution is generally adopted during the Planning Commission meeting following the close of the public hearing for the project. An appeal must be filed with the City Clerk. The appeal must be in writing and must clearly state the reasons for the appeal. An appeal fee must be filed with the written appeal unless it is filed within the appropriate appeal period and is accompanied by signatures of 50 percent of the property owners within the noticed area or 25 signatures of the property owners or tenants within the noticed area, whichever is less. For more information about the appeal process, please refer to Appendix E and Article 46 of the Oceanside Zoning Ordinance.

An alternative to filing an appeal is available to City Council members through a procedure known as a Call for Review. Within 10 days of the Planning Commission final decision, two Councilmembers may file with the City Clerk a "Call for Review" of the Commission's decision. The project will be scheduled for a City Council public hearing. This hearing will be conducted just like an appeal hearing. Any member of the public may request two Councilmembers to initiate the Call for Review in lieu of filing a formal appeal. However, the decision as to whether or not to request a Call for Review is at the sole discretion of two City Councilmembers.



ENGINEERING DEVELOPMENT PROCESSING

Plan Process and Submittal Requirements

Please visit the City of Oceanside Engineering website at <https://www.ci.oceanside.ca.us/gov/dev/eng/default.asp>.

Under “Engineering Manuals”, the Engineering Design Manual, the Grading Regulation Manual, the Landscape Development Manual and other available guidance documents will assist the engineers and land surveyors in designing and processing plans more efficiently.

The plan check of the various engineering plans, maps and documents is limited to the purpose of ensuring that the plans comply with State laws, the City procedures, policies and ordinances. The plan check therefore does not relieve the engineer of works of his/her responsibility for the design and the sufficiency of the proposed improvements.

Engineering Fee Schedule

Please see the Engineering Fee Schedule on the Fees page: <https://www.ci.oceanside.ca.us/gov/dev/fees.asp>.

Storm Water Quality Management Plan (SWQMP)

Projects that are identified as Priority Development Projects and are filing final engineering plans are required to demonstrate long-term best management practices (BMP) effectiveness by implementing a Storm Water Operation and Maintenance (O&M) Plan in accordance with the Storm Water Quality Management Plan (SWQMP) and the San Diego Regional Water Quality Control Board - Municipal Storm Water Permit. A component of the O&M Plan is the Storm Water Facilities Maintenance Agreement (SWFMA), in which the “Owner” and successors agree to maintain BMPs as identified in the approved SWQMP and in accordance with the approved O&M Plan. The agreement provides the City with access rights for the purpose of BMP inspection (as required by the San Diego Regional Water Quality Control Board) and a non-refundable security which is designed to provide BMP maintenance funding in the event of failure to maintain facilities by the “Owner” or successors.

Landscape Plans

Landscape Plans shall be submitted and approved prior to building permit issuance. Landscaping in the public right-of-way or as part of a Phasing Plan approved by the



City Engineer shall be completed prior to the issuance of Building Permits. All other landscaping is required to be completed prior to the City inspector signing off the landscape portion of the Certificate of Occupancy.

For more information regarding landscape plan review, please refer to Landscape's webpage (<https://www.ci.oceanside.ca.us/gov/dev/eng/landscaping/default.asp>).

BUILDING DEVELOPMENT PROCESSING

Pre-application

Building Division staff participates in pre-application meetings such as Developer's Conferences and provides input on fire (structural and urban/wildland interface) issues. Plans Examiners are also available to provide guidance and answer technical questions during office hours.

Building Plan Check

Building permit plan check and the Planning discretionary review process can take place concurrently (within 30 days before hearing date with an at-risk letter) or in normal sequence - after development approval has been granted by the City Planner, Planning Commission or the City Council. To initiate the plan check process, the applicant is required to submit five (5) complete sets of building construction plans, including plot plans, along with two (2) copies of the required supporting documentation such as a soils report, structural calculations, energy calculations, etc. The applicant shall complete a Building Permit Application and pay applicable plan check fees, after which the plans are internally routed to the appropriate City divisions and the Building plans examiner for review, comment or approval. Building permit applications and plans may also be submitted electronically: <https://www.ci.oceanside.ca.us/gov/dev/services/eps.asp>.

The first review of building plan check is completed within 21 working days from the submittal date. Once the plans are checked, the applicant is notified of any necessary corrections that need to be made for resubmittal. If necessary, the plans may be sent back for subsequent corrections and plan checks.

Building Permit Issuance and Construction Inspections

When the building plans are approved and all pre-permit requirements are completed, the building permit may be issued. After the building permit is issued, the builder/developer may begin construction.



The builder/developer requests all inspections from the Building Division and the City building inspector inspects for consistency with the approved plans. The permit application lists the inspections required. A final inspection is scheduled after all building construction is finished and is signed off when all work is finished.

The permit card includes final sign-off from the various reviewing departments. These departments may conduct a final check or inspection, as needed.

FIRE DEPARTMENT DEVELOPMENT PROCESSING

Pre-application

Fire Department staff participates in pre-application meetings such as Developer's Conferences and provide input on fire issues. The Fire Marshal is available by appointment to provide guidance during office hours.

Fire Plan Check

After appropriate planning entitlements have been secured, one set of architectural plans must be submitted for plan check for the Fire Department. The plans are submitted through Development Services Department and routed internally to the Fire Department. The Fire Department will comment on the plans directly to the applicant and resubmittals with Fire Department changes must be submitted directly to the Fire Department.

Fire Protection System plans must be submitted directly to the Fire Department. Three sets of plans are required with supporting documents such as sprinkler calculations, battery calculations, underground fire lines, etc. Once the plan check is complete, two sets are returned to the applicant. Plan checks are typically completed within 15 to 20 working days from the day of submittal.

Plan Check and Inspection Fees

Plan check fees and estimated inspection fees are billed once the plans are submitted for review. Payment is due prior to the first inspection. Adjustments are made according to the number of inspections actually required. Final payment is due prior to the project being signed off.

Fire Inspections

Construction should commence only after plans have been approved by all departments. Approved plans must be kept at the construction site for fire inspections. Fire inspections must be requested through the Fire Department. Each required inspection must be scheduled separately. A 72-hour notice is suggested for an inspection appointment.

WATER UTILITIES DEVELOPMENT PROCESSING

Pre-application

Water Utilities staff participates in pre-application meetings such as Developer's Conferences and provides input during the entitlement review process on pertinent water utility issues and clean water program requirements. Department staff is also available to provide guidance and answer technical questions during office hours.

Water Utilities Plan Check

Once the appropriate planning entitlement(s) have been secured, the Developer can submit engineering plans that may include rough grading, precise grading, minor grading, or street improvement plans directly with the Development Services Department, which are then distributed to the Water Utilities Department and other pertinent departments for review. Project-related comments and communication between the Department and Developer are coordinated through the Development Services' assigned plan reviewer.

If there are NO proposed street improvements as a condition of approval by the Engineering Division for the project, but improvements to water services, sewer laterals, or mains are required within the right-of-way or a public easement, then an improvement plan shall be submitted directly to the Water Utilities Department for review; these plans are referred to as Water or Sewer Improvement Plans. The applicant is required to submit three identical and complete sets of improvement plans and an engineer's cost estimate. The applicant will be invoiced for plan check fees. After plan check fees are paid, the improvement plans are accepted and routed to the appropriate departments for review. The Water Utilities Department will consolidate all other department comments and communicate directly with the applicant. The first Water Utilities improvement plan check would be completed within 30 working days from the submittal date. Applicant would be notified when plans are ready for pickup and all bond, securities, and processing fees shall be paid for release of final plans or the plans are returned for corrections and resubmittal.

Any new buildings, remodels, or tenant improvements that would have an effect on the property's water demand or sewer flows will submit building plans to the Development Services Department, which is then routed to the Water Utilities Department. Building Plan Checks are typically completed within the number of specified working days noted in the Building Department Development Processing section. Water Utilities comments shall be obtained from the Development Service Department.

All maps and plans are reviewed by the City for design completeness, basic standards, and compliance with all conditions of approval. Projects which are deemed incomplete or do not follow current design standards may be resubmitted after necessary corrections and/or redesigns are completed.

Water Utilities Final Plan or Building Permit Approval

When engineering plans that may include rough grading, precise grading, minor grading, or street improvement plans are approved by the Water Utilities Department, all impact fees such as potable water or sewer in-lieu fees, fair-share facility impact fees, and recycled water impact or recycled water in-lieu fees must be paid prior to final approval of plans by the Water Utilities Department. For water and sewer improvements where there are NO street improvements, all securities and bonds, in addition to all required fees to City must be paid prior to final approval of improvement plans.

When building plans are approved by the Water Utilities Department, all capacity buy-in fees and any other outstanding impact fees must be paid prior to permit issuance.

Water Utilities Construction Inspection

Developers are required to pay Inspection Developer Deposit Account Fees before Improvement plans receive final approval. Upon receiving payment and final approval, the Water Utilities Inspector is provided a print package, containing at least one bond copy of plans. Next, the Developer can schedule a preconstruction meeting with Inspector. If grading is required at the site, the Contractor must apply for and obtain a construction water meter from Water Utilities Department. The Contractor must supply approved reduced pressure backflow assembly after the construction meter, and also follow the Water, Sewer, and Recycled Water Design and Construction Manual for testing and inspection requirements.

Once all project conditions of approval and Water Utilities improvements are inspected, tested, and accepted by inspectors, the inspector will grant approval for temporary occupancy or permanent occupancy for activation of utilities upon the



owner's request. When the water and/or sewer facilities are activated, then the owner or developer would be subject to the associated water and sewer rates.



APPENDIX A

Application for Discretionary Permit,
Environmental Information Form,
Storm Water Quality Assessment Form, & VMT Project
Information Form



Application for Discretionary Permit

Development Services Department / Planning Division

STAFF USE ONLY

ACCEPTED	BY
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Please Print or Type All Information

HEARING

PART I – APPLICANT INFORMATION

1. APPLICANT		2. STATUS		GENERAL PLAN AMENDMENT	
3. ADDRESS		4. PHONE & E-MAIL		MASTER/SPECIFIC PLAN	
				ZONE AMENDMENT	
5. APPLICANT'S REPRESENTATIVE (or person to be contacted during project processing)				TENTATIVE MAP	
				TENT. PARCEL MAP	
6. ADDRESS		7. PHONE & E-MAIL		DEVELOPMENT PLAN	
				CONDITIONAL USE PERMIT	
				VARIANCE	
				COASTAL PERMIT	

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. TITLE REPORT WITH LEGAL DESCRIPTION	28. NOTIFICATION MAP & ADDRESSES
29. ENVIRONMENTAL INFO FORM	30. STORM WATER QUALITY ASSESSMENT 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 PAGES 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 UNDERSTAND 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.

INSTRUCTIONS FOR APPLICATION OF DISCRETIONARY PERMIT**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 s/he the owner, developer, lessee or agent?
3. **Address:** Indicate the applicant's full address.
4. **Phone & E-mail:** Phone number and e-mail 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. City 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 & Email:** Phone number and e-mail 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 project site by acreage or square footage.
10. **General Plan:** The existing General Plan Land Use Designation for the property. Please see the Land Use & Zoning GIS Map Viewer to verify land use and zoning:
<http://oceansidefiles.com/uploads/Water/PlanningViewer/index.html>.
11. **Zoning:** The existing zoning of the property. Please see the Land Use & Zoning GIS Map Viewer to verify land use and zoning:
<http://oceansidefiles.com/uploads/Water/PlanningViewer/index.html>.
12. **Land Use:** The existing/current land use of the property. Please distinguish between vacant land and land being used for agricultural purposes, if applicable.
13. **Assessor's Parcel Number:** 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 Surfdrider Way and North Coast Highway; Development Plan for 116 single-family detached units, etc.
17. **Proposed General Plan:** If you are proposing a change in the General Plan, please indicate the new land use designation.
18. **Proposed Zoning:** If you are proposing a Zone Change, please indicate the proposed new zoning designations.
19. **Proposed Land Use:** If you are proposing a change in the land use of the property, please indicate what the proposed new land use will be.
20. **Number of Units:** If a residential project, please indicate the number of proposed units.
21. **Density:** If a residential project, please indicate the gross density (dwelling units per acre) of the completed project.
22. **Building Size:** Residential – the square footage of the single-family residence or range in square footage of the units; Commercial/industrial – the size of the 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:
<https://www.ci.oceanside.ca.us/civicax/filebank/blobdload.aspx?BlobID=26021>.

PART IV – ATTACHMENTS

ATTACHMENTS 26 THROUGH 34 MUST BE SUBMITTED WITH ALL APPLICATIONS.

26. **Description and Justification:** Please attach a letter with a detailed description of your project. Describe as completely as possible the purpose and objectives of your project, any and all construction and demolition 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 and justification 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.
- f. For properties located in the coastal zone: that the project is consistent with all applicable policies of the certified Land Use Plan.

Coastal Development Permits: The Local Coastal Program requires that proof and justification 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.

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.
- d. For properties located in the coastal zone: that the project is consistent with all applicable policies of the certified Land Use Plan.

Variiances: 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 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.

- e. For properties located in the coastal zone: that the project is consistent with all applicable policies of the certified Land Use Plan.
- 27. Title Report with Legal Description:** Title report should be less than 30 days old. A complete legal description of all 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.
- 28. Notification Map and Mailing Addresses:** Please see Appendix D. Pursuant to City Council Policy 300-14, mailing addresses for each individual property owner and tenant is required for the specified notification radii. All project submittals should include the Excel spreadsheet of the mailing addresses in Excel format. The addresses should be keyed to the mail notification radius map. On the Excel mailing spreadsheet, please include the applicant's name, the representative's name and the name of other interested parties. Mailing addresses should be updated anytime a six-month period has passed.
- 29. Environmental Information Form:** All applications must include an environmental assessment to meet the requirements of the California Environmental Quality Act of 1970. Please see Appendix A.
- 30. Storm Water Quality Assessment Form:** Available in Appendix A. Please see the Engineering Division's Storm Water Quality Assessment page (<https://www.ci.oceanside.ca.us/gov/dev/eng/stormwater/review/default.asp>) for information about this form.
- 31. VMT Project Information Form:** Available in Appendix A.
- 32. Plot Plans:** 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 in Appendix B. If submitting a hardcopy application package (in-person submittal), please include twelve (12) full size sets **folded** to approximately 8 ½" x 13" and one (1) 11" x 17" reduced plan set. Hard copies are not required if submitting electronically.
- 33. Floor Plans and Elevations:** The floor plans shall be fully dimensioned and detail the proposed uses for each space and indicate exterior wall

openings. All elevations must indicate the type and color(s) of all exterior materials and architectural features, showing all exterior wall openings. If submitting a hard application in person, please include twelve (12) full size sets folded to approximately 8 ½" x 13" and one (1) 11" x 17" reduced plan set. Hard copies are not required if submitting electronically.

- 34. Certification of Posting:** Pursuant to City Council Policy 300-14, the On-Site Signage Notice of Project Application "Certification of Posting" document must be signed and provided to the assigned project planner within 24 hours of posting the on-site notice of project application sign (which should be done within 15 days of application submittal). Please include photos of the posted yellow sign as well.
- 35. Other:** This includes any other information which city staff may need to evaluate your project. This might include technical reports, marketing information, photographs, renderings, etc.

PART V – SIGNATURES

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

- The applicant must sign to certify the correctness of the information on the application form.
- The owners of all the property involved must sign to indicate that the application is being filled 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 representative 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.

**PLANNING DIVISION INSTRUCTIONS FOR
COMPLETING THE ENVIRONMENTAL INFORMATION FORM**

SUBMITTAL INFORMATION:

Below is the Environmental Information Form which is to be filed with all projects in accordance with the California Environmental Quality Act. This form must be accompanied by the applicable processing fee and a legal description of the property. If the project planner or City Planner determines that an Environmental Impact Report (EIR) is required, an additional fee will also be required for reimbursement of costs incurred in the processing of the EIR.

If the information requested does not apply to the project, insert "N/A" (Not Applicable) in the space provided.

The determination that the project is Categorical Exempt must be confirmed by a staff planner. If the project is Categorical Exempt under the provisions of the California Environmental Quality Act, you need only complete items 1 through 34 on the Environmental Information Form.

Please contact the Planning Division if you have any questions regarding the Environmental Information Form.

PROCESSING PROCEDURE:

The information in this form will be to conduct an initial environmental review of your project. Following interdepartmental review of the project by the Application Review Committee (ARC), the Initial Study will be completed by the project's environmental consultant. The project planner in consultation with the City Planner will then determine the appropriate environmental document. If an EIR is required, the project planner will review the decision and determine the scope of the EIR. The Planning Division will transmit a letter to you describing the procedure to be followed and the specific areas of concern to be addressed in the EIR. The EIR must be prepared, published and circulated for public review, and any comments received must be responded to before can be scheduled for public hearing. Additional public input on the EIR may be provided during the public hearing of the project.



City of Oceanside Planning Division Environmental Information Form

TO BE COMPLETED BY APPLICANT

MAPS REQUIRED:

The project site and surrounding area within 1000-ft. from the project's property lines must be shown on a recent aerial map.

GENERAL INFORMATION: (attach additional sheets as necessary)

1. Name of Applicant: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____
2. Name of Applicant's Representative: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____
3. Project Title and/or Application Number(s): _____
4. If a Specific Plan has been prepared on the project site, give Specific Plan title:

5. List any other related permits or approvals, required from agencies other than the City of Oceanside: _____

6. Has the project site had any prior environmental review as part of this or another project? If so, please provide the Planning Application file number(s) of the permits previously applied for (e.g. CUP19-00001 (Conditional Use Permit), D18-00001 (Development Plan), etc.) and/or the name of the project:

7. Is the project part of a larger project or series of projects? _____ If so, describe the project's relationship to the project or series of projects: _____

8. If the project is included in an approved Specific Plan, is it in conformance with the plan? _____ If not, explain how it differs: _____

9. Existing zoning: _____ Proposed zoning: _____
Existing General Plan Land Use Designation: _____
Proposed General Plan Land Use Designation: _____

LOCATION:

- 10. Address of project: _____
- 11. Project site is located on the N / S / E / W (circle one) side of _____
(street name) between _____ and _____
(streets).
- 12. Is the project located within the Airport Influence Area? _____
- 13. Is the project located within the Coastal Zone? _____
- 14. What is the distance in miles on existing roadways from the project site to the nearest: Fire
Station _____ Airport _____
Hospital _____
Public Transportation _____
- 15. Is the site within 1/2 mile of a former sanitary landfill? _____

PROJECT DESCRIPTION:

- 16. Site size: _____ (acres or square feet)
- 17. Please describe all off-site improvements proposed as part of the project. (Such
improvements might include: drainage facilities, street improvements, extension of utilities,
cut and fill slopes, pedestrian and bicycle paths, etc., that would be constructed outside of
the project boundaries)

**FOR RESIDENTIAL PROJECTS (IF PROJECT IS
COMMERCIAL OR INDUSTRIAL, SKIP ITEMS 18 THROUGH 26):**

- 18. Number of lots/dwelling units: _____
- 19. Maximum building height: _____
- 20. Amount of off-street parking: _____
 - (a) Number required: _____
 - (b) Number proposed: _____
 - (c) Type of parking (size, covered or uncovered): _____
- 21. Please describe any recreational facilities to be provided: _____
- 22. What is the distance in miles on existing roads from the project site to the nearest:
Elementary School _____ Shopping Center _____
High School _____ Public Library _____
- 23. If applicable, describe the project's relationship to a larger project or series of projects and
how it relates or conforms to the larger project:

- 24. Will air conditioning or mechanical ventilation be provided? _____
- 25. Describe the proposed scheduling or phasing of the project: _____
- 26. What percentage of the project site will be covered by:
Paving _____%; Buildings _____%; Landscaping _____%

FOR COMMERCIAL, INDUSTRIAL OR AGRICULTURAL PROJECTS: (IF PROJECT IS RESIDENTIAL, SKIP ITEMS 27 THROUGH 39.)

27. Describe the type of uses proposed: _____
28. Size of proposed buildings: _____ square feet.
29. Number of buildings proposed: _____
30. Maximum building height: _____
31. Amount of off-street parking to be provided: _____
(a) Will there be a parking structure? If so, how many above-ground levels? _____
32. Projected number of employees: _____ total _____ per shift. For agricultural projects, give maximum number of employees at harvesting time: _____; and specify harvesting times: _____
33. What will be the business hours of operation? _____
34. Describe the proposed scheduling or phasing of the project: _____
35. For restaurants, how many seats will there be? _____
36. If applicable, describe the project's relationship to larger projects or series of projects: _____
37. What percentage of the project site will be covered by:
Paving _____%; Buildings _____%; Landscaping _____%
38. Does the project involve the handling, storage or disposal of any toxic or hazardous substance? _____ If so, what safety measures have been incorporated into the project: _____
39. Will the project result in the emission of any odor, vibration, glare or electrical disturbance? _____

ENVIRONMENTAL SETTING:

40. Please attach copies of any special studies that have been prepared in regard to this project or the project site. Examples would include: archaeological survey, biological survey, noise study, geotechnical report, slope analysis, traffic analysis, environmental impact reports, etc.
41. Describe the following environmental conditions as they presently exist (use additional sheets, if necessary):
- (a) Topography Project Site:

Within 1/2 mile: _____
- (b) Water Bodies Project Site:

Within 1/2 mile: _____
- (c) Vegetation Project Site:

- (d) Wildlife Project Site:

- (e) Historical/Archaeological/Paleontological Resources Project Site:

Within 1/2 mile: _____

(f) Land Use Project Site:

Within 1/2 mile: _____

42. Has the project site been previously graded? _____
If so, what percent of the site was graded? _____
43. If mature trees, wetlands, or riparian vegetation exist on site, please attach a map indicating their location.
44. Does the project contain slopes of more than 10 percent? _____ If the project area includes hillsides with slopes of 20 percent or more, the Hillside Development Regulations require that a slope analysis be provided, even if the slopes are not to be graded. The slope analysis must be done on an accurate and recent topographic map with minimum five (5) foot contour lines and a scale of at least 200 feet. The slope categories must be as follows: slopes of less than 20 percent; slopes of 20-40 percent; and slopes over 40 percent. Within these areas, the following must be depicted and labeled: areas with slopes of 20-40 percent and a minimum 50-foot differential, and areas with slopes of more than 40 percent and having a 25-foot differential.
45. Describe any existing structures on the project site and the current use of the structures
- _____
- _____

ENVIRONMENTAL IMPACT:

46. What is the street classification of any proposed new streets? (e.g., "two-lane collector" or "four-lane major street", per Circulation Element of the General Plan)
- _____
47. What is the percentage grade of the steepest street involved in the project? _____
48. What is the right-of-way standard for proposed new streets? (e.g., private, dedicated, to be acquired, etc.) _____
49. If new water mains for this project will serve areas beyond the project boundary, please indicate the approximate service area on the map.
50. If new sewer mains for this project will serve areas beyond the project boundary, please indicate the approximate service area on the map.
51. Describe the improvements and extensions of existing electrical lines that will be required to serve the project. _____
52. If improvements are to be demolished or removed by the project, please describe them briefly.
- _____
53. Identify any roadway or train track located within 500 feet of the project site. _____
54. List any other potential noise sources which could affect the project site (e.g. industrial projects, etc.) and give approximate distances. _____
55. Describe any noise that will be produced by the project during construction and after the project is completed (include equipment operation, blasting, etc.) _____
- _____
56. Estimate the number of motor vehicle trips generated by the project site currently: _____ ; after development _____.
57. If the project is commercial or industrial, list any air pollutants that the project will emit.
58. To what extent will the project be located within a floodplain? (Specify whether U.S. Army Corps

- of Engineers Standard Project Flood or 100-year flood.)_____
59. If the drainage from the project will not be discharged into an existing public stormwater drainage system, please describe how it will be accommodated. _____
 60. What percentage of the project site will be graded? _____%
 61. Volume of cutting: _____cubic yards; maximum cut-slope ratio will be _____; maximum cut-slope height will be _____feet.
 62. Volume of fill: _____cubic yards; maximum fill-slope ratio will be _____; maximum fill-slope height will be _____feet.
 63. Does the cut-and-fill volume balance? _____. If not, how will import/export be handled? _____
 64. Will the entire site be graded with the first phase? _____If not, indicate those areas that will be left natural and those areas that will be used as temporary borrow sites. If so, please describe: _____
 65. Will the project extract or preclude the extraction of any rock, sand, gravel, or other mineral resources? _____If so, please describe: _____
 66. Describe or indicate on a map any areas of vegetation to be removed by the project (May be combined with Item 40). _____

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 or belief.

Date _____

Signature of Preparer _____

For _____



City of Oceanside – Engineering Division – Clean Water Program
**STORM WATER QUALITY ASSESSMENT FOR PLANNING,
 ENGINEERING, AND BUILDING PERMIT APPLICATIONS**

All applications for Planning, Engineering, or Building Division permits are required to complete this assessment form and include it as part of the initial permit application submittal. Staff will review the permit application content to determine the applicability of State and City storm water requirements. Please note a storm water assessment cannot be provided without a complete permit application package.

Section 1 – Project Information	
Applicant Name:	Phone Number:
Project Name:	Project Site Address:
Permit Applications Number(s):	Assessor Parcel Number(s):
Project Description:	Project Disturbed Area (square feet):
Existing Impervious Area (square feet):	Created or Replaced Impervious Area (square feet):
Section 2 – Identify Applicable Priority Development Project Categories (Check All Boxes that Apply)	
<input type="checkbox"/>	New Development Project – A project that creates 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"/>	Redevelopment Project – A project that creates and/or replaces 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"/>	Restaurants – 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 (SIC code 5812); where new or redevelopment projects create and/or replace 5,000 square feet or more impervious surface (collectively over the entire project site).
<input type="checkbox"/>	Hillside Development – Category includes development on any natural slope that is twenty-five percent or greater; where new or redevelopment projects create and/or replace 5,000 square feet or more impervious surface (collectively over the entire project site).
<input type="checkbox"/>	Parking Lots – 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; where new or redevelopment projects create and/or replace 5,000 square feet or more impervious surface (collectively over the entire project site).
<input type="checkbox"/>	Streets, Roads, Highways, Freeways, and Driveways – Category is defined as any paved impervious surface used for the transportation of automobiles, trucks, motorcycles, and other vehicles; where new or redevelopment projects that create and/or replace 5,000 square feet or more impervious surface (collectively over the entire project site).
<input type="checkbox"/>	Water Quality Environmentally Sensitive Area – 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 discharge directly to a Water Quality Environmentally Sensitive Area (WQESA). “Discharge directly to” includes flow that is conveyed overland a distance of 200 feet or less from the project to the WQESA, 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).
<input type="checkbox"/>	Automotive Repair Shop – Category is defined as a facility that is categorized in any one of the following Standard Industrial Classification (SIC) codes: 5013, 5014, 5541, 7532-7534, or 7536-7539, where new or redevelopment projects create and/or replace 5,000 square feet or more impervious surface (collectively over the entire project site).
<input type="checkbox"/>	Retail Gasoline Outlet (RGOs) – 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; where new or redevelopment projects create and/or replace 5,000 square feet or more impervious surface (collectively over the entire project site).
<input type="checkbox"/>	Development Projects greater than one acre – New or redevelopment projects that result in the disturbance of one or more acres of land and are expected to generate pollutants post construction.



City of Oceanside – Engineering Division – Clean Water Program
**STORM WATER QUALITY ASSESSMENT FOR PLANNING,
 ENGINEERING, AND BUILDING PERMIT APPLICATIONS**

Section 3 – Identify Projects Not Subject to Permanent Stormwater Requirements (Check All Boxes that Apply)	
<input type="checkbox"/>	The project consists of work entirely within an existing structure.
<input type="checkbox"/>	The project consists of construction of overhead or underground utilities (no new impervious surfaces).
<input type="checkbox"/>	The project consists of routine maintenance.
<input type="checkbox"/>	The project consists of less than 50 yards of grading and presents no opportunities to improve water quality.
Section 4 – Project Category Determination	
<input type="checkbox"/>	Priority Development Project: If any item in Section 2 is applicable, the project is a Priority Development Project. <u>Please prepare a PDP SWQMP for the project.</u>
<input type="checkbox"/>	Standard Development Project: If none of the items in Section 2 or 3 are applicable, the project is a Standard Development Project. <u>Please prepare an SDP SWQMP.</u>
<input type="checkbox"/>	Project Not Subject to Permanent Stormwater Requirements: If any item in Section 3 is applicable, the project is not subject to Permanent Stormwater Requirements. <u>Please submit the project plans with this form.</u> Note: Projects in this category are subject to typical pollution prevention measures outlined by the pollution prevention checklist on the following page.
Section 5 – Applicant Certification	
Name of Responsible Party:	Title:
Email Address (optional)	Phone Number:
<p>I understand and acknowledge the City of Oceanside has adopted minimum requirements, as mandated by the San Diego Regional Water Quality Control Board – Order No. R9-2013-0001, as amended by Order Nos. R9-2015-0001 and R9-2015-0100 (NPDES NO. CAS0109266) for mitigating impacts associated with urban runoff, including storm water from construction and land development activities. I certify this assessment has been accurately completed to the best of my knowledge and is consistent with the proposed project. I acknowledge that non-compliance with the City Best Management Practice (BMP) Design Manual, Grading Ordinance, and Erosion Control Ordinance may result in enforcement action by the City, the California State Water Resources Control Board, and/or the San Diego Regional Water Quality Control Board. Enforcement action may include stop work orders, notice of violation, fines, or other actions.</p>	
Applicant Signature:	Date:



City of Oceanside – Engineering Division – Clean Water Program
**STORM WATER QUALITY ASSESSMENT FOR PLANNING,
 ENGINEERING, AND BUILDING PERMIT APPLICATIONS**

**Stormwater Pollution Prevention Measures
 for Projects Not Subject to Permanent Stormwater Requirements**

Project Activity	Yes	No	Required Pollution Prevention
Trash & Waste Generation <u>**REQUIRED FOR ALL PROJECTS**</u>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Train/inform all employees of pollution prevention requirements • Collect and contain all construction trash, waste, and debris • Promptly contain and clean any spill on site • Routinely inspect site, remove loose trash and prevent spills • Properly dispose of any hazardous materials • Do not wash down surfaces unless water is collected or directed to landscape • Permanent trash collection areas require full structure/enclosure
Digging of Dirt – excavation, trenching, or grading	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Do not allow dirt to migrate into street, sidewalk, or storm drain • Preserve existing vegetation where feasible • Perimeter site controls such as silt fence or straw wattles • Cover exposed dirt using mulch, tarps, or erosion control devices • Install and secure tarps over dirt piles • Routinely sweep site to remove dirt
Landscaping and Irrigation Systems	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Do not store landscape materials in street • Do not allow dirt to migrate into street, sidewalk, or storm drain • Test irrigation system and prevent runoff/overspray • Install and secure tarps over piles of mulch or soil • Routinely sweep site to remove mulch or soil • Do not wash down surfaces unless water is collected or directed to landscape
Concrete, Paint, Mortar, or Stucco Work	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Contain wet mixing areas within confined area • Do not allow material to travel into site soil, street, or storm drain • Properly dispose of waste material
Temporary Storage of Materials Outside	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Elevate material off ground where possible, such as on pallets • Install and secure tarps over materials
Demolition of Structures	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Follow Required Pollution Prevention for “Digging of Dirt”
New Structure – house addition, shed, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Follow Required Pollution Prevention for “Digging of Dirt” • Direct downspouts to landscape, where feasible • Consider rainwater harvesting • Preserve existing vegetation and drainage patterns, where feasible
Patio, Driveway, or Sidewalk	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Consider use of pervious pavers or pervious concrete (refer to Section 3 of page 4 for routine maintenance information) • Direct runoff to landscape areas, where feasible
Re-Roofing	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Contain removed roof debris in waste containers • Follow Required Pollution Prevention for “Temporary Storage of Materials Outside”
Washing of Material, Equipment, or Surface	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Do not wash down surfaces unless water is collected or directed to landscape
Draining of Water Heater, Pool, or Spa	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Direct drain water to landscape areas where possible • Contact Stormwater Division if considering draining to sanitary system cleanout or storm drain system (760-643-2804)
Storm Drain at Industrial or Commercial Property	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Install “No Dumping” or similar signage at each storm drain inlet



City of Oceanside – Engineering Division – Clean Water Program
**STORM WATER QUALITY ASSESSMENT FOR PLANNING,
ENGINEERING, AND BUILDING PERMIT APPLICATIONS**

Completion Guidance

Please note – the Applicant is required to complete and submit this form as part of the project application. For definitions and additional information, please refer to the City of Oceanside BMP Design Manual. For assistance, please contact Development Services Staff at (760) 435-4373.

Section 1 – Project Information

1. Applicant Name – provide name of Individual completing form, i.e. Owner or Owner Representative
2. Phone Number – provide phone number of Individual completing form, i.e. Owner or Owner Representative
3. Project Name – provide project name (consistent with project application)
4. Project Site Address – provide a physical address for the proposed project, or nearest cross street
5. Permit Application Number(s) – provide all applicable permit application numbers
6. Assessor Parcel Number(s) – provide Assessor Parcel Number(s); refer to title documents or contact City Staff for assistance
7. Project Description – provide a brief project description (e.g. single-family dwelling, retail business, repair shop, etc)
8. Project Disturbed Area – provide the disturbed area for the entire project, including onsite and offsite work
9. Existing Impervious Area – provide the total existing impervious area within the property and project boundary
10. Created or Replaced Impervious Area – provide the total area of all newly created or replaced impervious surfaces within the project area

Section 2 – Identify Applicable Priority Development Project Categories

1. Review each category and check the appropriate boxes that apply to your project.
2. General identification of Automotive Repair Shop SIC (Standard Industrial Classifications) as follows:
5013 – Motor vehicle supplies and new parts, 5014 – Tires and tubes, 5541 – Gasoline service stations, 7532 – Top and body repair, and paint shops, 7533 – Auto exhaust system repair shops, 7534 – Tire retreading and repair shops, 7536 – Automotive glass replacement shops, 7537 – Automotive transmission repair shops, 7538 – General automotive repair shops, 7539 – Automotive repair shops-not elsewhere classified
3. Contact Staff for assistance in determining applicability of the Water Quality Environmentally Sensitive Area (WQESA) category

Section 3 – Identify Projects Not Subject to Permanent Stormwater Requirements

1. Please refer to Page 1-6 of the City of Oceanside BMP Design Manual for a complete list of routine maintenance activities.
2. Activities that expose native subgrade in the process of replacing impervious surfaces, are not considered routine maintenance.

Section 4 – Project Category Determination

1. PDP SWQMP – Priority Development Project Stormwater Quality Management Plan
2. SDP SWQMP – Standard Development Project Stormwater Quality Management Plan
3. Contact Staff for assistance in determining the Project Category

Section 5 – Applicant Certification

1. Name of Responsible Party – provide name of Owner
2. Title of Responsible Party – provide responsible party's title, if applicable
3. Phone Number – provide phone number of Owner
4. Email Address (Optional) – provide email address
5. Applicant Signature – provide signature of Individual completing form, i.e. Owner or Owner Representative
6. Date – provide date current date

PROJECT INFORMATION FORM (PIF)

THE FOLLOWING IS TO BE COMPLETED BY THE PROJECT APPLICANT:

PROJECT INFORMATION FORM			
1.	PROJECT DESCRIPTION:		
2.	PROJECT LOCATION:		
3.	LAND USE: _____ SIZE/DENSITY: _____		
4.	ZONING AND LAND USE CONSISTENT WITH ADOPTED GENERAL PLAN?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	PROJECT LOCATED IN TRANSIT PRIORITY AREA¹, SMART GROWTH AREA², OR LOW VMT AREA³?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	PROJECT TRIP GENERATION: _____ ADT	<input type="checkbox"/> < 200 ADT <input type="checkbox"/> ≥ 200 ADT <input type="checkbox"/> ≥ 1,000 ADT <input type="checkbox"/> ≥ 2,400 ADT	
ATTACHMENTS			
A.	PROJECT LOCATION MAP	<input type="checkbox"/> Attached	
B.	PROJECT TRIP DISTRIBUTION	<input type="checkbox"/> Attached	
C.	PROJECT TRIP ASSIGNMENT	<input type="checkbox"/> Attached	

1) Projects located in a TPA must be able to access the transit station within a ½ mile walking distance or 6 minute walk continuously without discontinuity of sidewalk or obstructions to the route. Qualifying transit stops means a site containing an existing rail transit station served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods (OPR, 2017). A high-quality transit corridor may also be considered if a corridor with fixed route bus service has service intervals no longer than 15 minutes during peak commute hours (OPR, 2017).

(2) See Appendix B.

(3) Based on the most recent SANDAG SB 743 Screening Map. Example shown in Appendix C.

TO BE COMPLETED BY CITY STAFF AND RETURNED TO PROJECT APPLICANT

PROJECT STUDY REQUIREMENTS				
1)	Does the project require a CEQA VMT analysis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Incomplete ⁽¹⁾
	A. If yes, does the project require a SANDAG Model Run?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2a)	Does the project require a Local Transportation Study?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Incomplete ⁽¹⁾
OR				
2b)	Does the project require a Local Transportation Assessment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Incomplete ⁽¹⁾

⁽¹⁾ Incomplete application or additional information is needed to determine study requirements.



APPENDIX B

Plan & Submittal Requirements

PLAN & SUBMITTAL REQUIREMENTS

The information below is required for various types of applications. Each item that pertains to the type of application being requested must be checked. If an item is not pertinent to the specific application, then that box should be noted as N/A. In the case where more than one type of application is required, the maps should include the more detailed information.

Whenever the minimum scale would require a sheet larger than 24" x 36", multiple sheets should be used. Composite maps showing the entire project at a larger scale will be required.

The information requested below are minimum requirements. The City may request additional information as needed. No applications will be set for public hearing if any of the required information is missing from the plans.

Verif. Check Box	REQUIRED PLANS & INFORMATION (Format Size: 18" x 24" or 24" x 36")	SP ZC GPA	CUP DP Coastal	TM TPM	VAR
	SITE PLAN (12 copies– 8 copies last submittal, FOLDED or in PDF for electronic submittals)	X	X	X	X
	Name of Project, Entitlement Type(s) and Entitlement Numbers	X	X	X	X
	Scale (TWO TYPES): a) Engineering (for engineering plans) or architectural scale (for architectural plans) -Largest scale possible – minimum 1" = 100' AND b) Visual scale	X	X	X	X
	North Arrow	X	X	X	X
	Name/Address/Phone of Applicant and Representative	X	X	X	X
	Date of preparation	X	X	X	X
	Engineer's/Land Surveyor/Architect – Name and signature	X	X	X	X
	Legal Description of property	X	X	X	X
	Vicinity Map	X	X	X	X
	Table summary of site acreage, building square footage, number of units (if applicable), density, setbacks, Landscaping, Parking, and existing/proposed zoning and general plan designations)		X		
	Property lines and all existing street improvements (curbs, gutters, sidewalks, parkways and driveways) fully dimensioned		X	X	X
	Names and widths of all adjacent streets	X	X	X	X
	All easements on subject property, dimensioned and named	X	X	X	X
	Contextual site plan -Micro - Location of trees, driveways, building footprints on abutting properties or within 100 ft. whichever is less (note building height and number of stories).	X	X	X	X
	Contextual site plan - Macro - aerial photo within 1,000 ft of PL	X	X	X	X
	Location, orientation and precise dimensions of existing and or proposed on-site improvements, including buildings, landscape areas, parking spaces, perimeter walls, fences,, on-site utility devices, trash enclosures,, outdoor recreation areas,, service areas, utility/emergency vehicle access and turnaround areas, passenger drop off and bus lay-by areas, freestanding signs etc.)	X	X	X	X

Verif. Check Box	REQUIRED PLANS & INFORMATION (Format Size: 18" x 24" or 24" x 36")	SP ZC GPA	CUP DP Coastal	TM TPM	VAR
	Distance from structures and setbacks of proposed structures to PL		X		X
	Location of 100-year floodway, floodplain lines and zone designation	X	X	X	X
	Conceptual grading plans with topography using NAVD 88 datum and amount of grading		X	X	X

	FLOOR PLANS (12 copies– 8 copies last submittal, FOLDED or in PDF for electronic submittals)		X		X
	Date of preparation		X		X
	Name, address and phone number of applicant		X		X
	Project title and address of project		X		X
	Scale (e.g. 1/4 inch=1-ft.)		X		X
	Floor plans must include dimensions and purposes of uses for all spaces (e.g. living room, office, storage)		X		X
	Identify plan or unit type, if applicable		X		X
	ELEVATIONS (12 copies– 8 copies last submittal, FOLDED or in PDF for electronic submittals)		X		X
	Date of preparation		X		X
	Name, address and phone number of applicant		X		X
	Project title and address of project		X		X
	Scale (e.g. 1/4 inch=1-ft.)		X		X
	Complete drawings of exterior elevations including overall height, number of stories, pertinent details (windows, doors, etc) and description of exterior building materials (including roof materials).		X		X
	Treatment and screening of any externally mounted plumbing, utility, and mechanical equipment (including air-conditioners, ventilators, etc)		X		X
	Trash enclosure, fence and wall details		X		X
	ROOF PLANS (12 copies– 8 copies last submittal, FOLDED or in PDF for electronic submittals)		X		X
	Date of preparation		X		X
	Name, address and phone number of applicant		X		X
	Project title and address of project		X		X
	Scale (e.g. 1/4 inch=1-ft.)		X		X
	Highlight all areas over the height permitted by the zone		X		X
	Identify roof deck areas, access, and proposed size and location of roof mounted equipment, including HVAC, antennas, etc.		X		X
	COLORS & MATERIALS BOARD (1-board)		X		X
	Colored chips and samples of all building materials on 8 1/2" x 11" board.		X		X
	PHOTOGRAPHS (1-set)	X	X	X	X
	Photographs with the direction clearly labeled of all existing building elevations and views of the property from adjacent streets and properties.	X	X	X	X

Verif. Check Box	REQUIRED PLANS & INFORMATION (Format Size: 18" x 24" or 24" x 36")	SP ZC GPA	CUP DP Coastal	TM TPM	VAR
	A digital copy (on CD) of the submitted photographs in jpeg format	X	X	X	X
	ENVIRONMENTAL INFORMATION APPLICATION (1-copy)		X	X	X
	PROPERTY TITLE REPORT & LEGAL DESCRIPTION	X	X	X	X
	RADIUS MAP AND MAILING ADDRESSES IN EXCEL FORMAT	X	X	X	X
	NOTICE OF PROJECT APPLICATION YELLOW SIGN & CERTIFICATION OF POSTING (within 15 days of submittal)	X	X	X	X
	DESCRIPTION AND JUSTIFICATION LETTER (1-copy)		X	X	X
	LANDSCAPING PLANS (12 copies– 8 copies last submittal, FOLDED or in PDF for electronic submittals)		X		X
	Size, type, spacing and location of all plant materials		X		X
	Location and size of planters		X		X
	Existing trees on site and in parkways		X		X
	TENTATIVE MAPS (12 copies– 8 copies last submittal, folded or in PDF for electronic submittals)- USE NAVD88			X	
	Tentative Tract Number or Tentative Parcel Map number from the San Diego County Surveyor's Office			X	
	Land surveyor or Civil Engineer's name, address, phone number and signature			X	
	Subdivision boundary with gross and net acreage of project site			X	
	Lot or parcel layout, with each lot numbered or lettered.			X	
	Sufficient elevations or contours, a minimum of 100 feet beyond the subdivision boundary, to determine general topography of land			X	
	Label existing and ultimate right-of-way dimensions			X	
	Finish pad elevation of each lot			X	
	Location, width, centerline radius, grade of streets			X	
	Typical street sections showing R/W, pavement section, parking and sidewalks			X	
	Flood zone designation as listed in the latest Flood Insurance Rate Map			X	
	Label any existing improvements on property and indicate if the improvements will remain			X	
	Label all existing/ proposed/ to be abandoned easements			X	
	Grading information and amount of grading		X	X	X
	Drainage information		X	X	X
	SLOPE ANALYSIS (3-copies)		X	X	X
	(Per Oceanside Code Section 3039)		X	X	X
	REDUCTIONS OF ALL PLANS (1-copy)	X	X	X	X
	ALL APPLICABLE APPLICATION FEES				
	REPORTS (3-copies - Geotechnical, Pavement Evaluation, Hydrology, Traffic, Biology, Paleontology, Archeology, Cultural, SWQMP, if applicable and 1-digital copy on CD)		X	X	X

APPENDIX C

Entitlement Processing Fees,
Development Impact Fees &
Developer Deposit Account Policy

Please see

<https://www.ci.oceanside.ca.us/gov/dev/fees.asp>
for the most current fee schedules

Please see

<https://www.ci.oceanside.ca.us/civicax/filebank/blobdload.aspx?blobid=25417>
for the Developer Deposit Account Policy

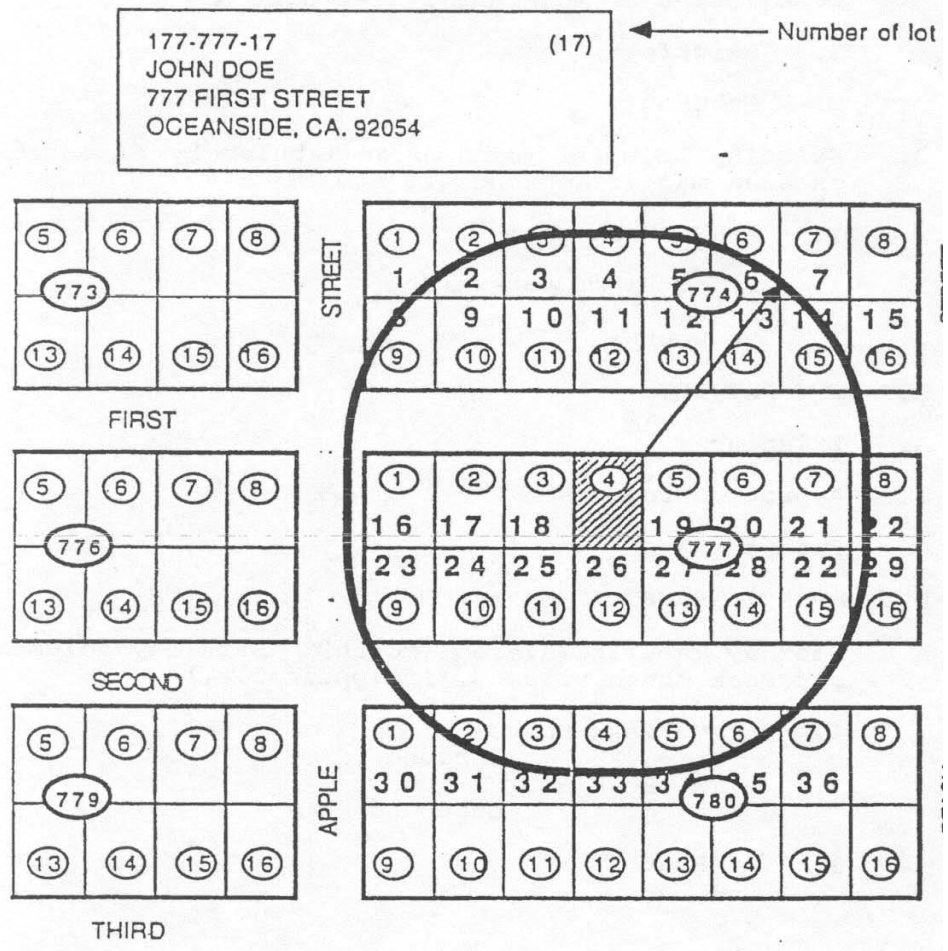


APPENDIX D

Enhanced Notification Program (Public Notification)

NOTIFICATION RADIUS MAP SPECIFICATIONS

1. The notification radius map should be drawn, in accordance with City Council Policy 300-14, on 8 1/2" x 11" sheet size if possible; larger sheet sizes will be accepted if scale so dictates.
2. Indicate the following information for the subject property:
 - A. Parcel boundaries.
 - B. Parcel dimensions
 - C. Net acreages (subject parcel(s) only).
 - D. Lot and tract number, if applicable.
3. Label all streets, highways, alleys and rights-of-way.
4. Draw the notification radius line from the property boundaries around the subject property.
5. Number consecutively each lot or portion of a lot within the notification radius line.
6. Key each lot to the mailing labels by placing the number of the lot from Step 5 above in the upper right hand corner of the mailing label. Then corresponding county assessor's parcel numbers shall be placed at the top of each mailing label. (Please Type).
7. 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.



36"



NOTICE

OF PROJECT APPLICATION

2.5"

1.0"

Each line of text to be 3/4"

PROJECT NAME: _____ (enter project name)

PROJECT NUMBER(S): _____ (enter project numbers)

PROJECT DESCRIPTION: _____ (enter brief project description)

24"

Each line of text to be 1/2"

CITY OF OCEANSIDE

PLANNING DIVISION
 (enter planner name - title)
 (enter planner e-mail address)
 (760) 435- enter extension)
www.ci.oceanside.ca.us

PROJECT APPLICANT/REPRESENTATIVE
 (enter applicant/representative)
 (enter applicant name)
 (enter applicant e-mail address)
 (enter applicant phone number)

City of Oceanside
on-site sign design & text information

ON-SITE SIGNAGE
“NOTICE OF PROJECT APPLICATION”

CERTIFICATION OF POSTING

I certify that the “Notice of Project Application” has been posted at a conspicuous location on the site on _____.

(date)

SIGNATURE: _____

PRINT NAME: _____

PROJECT NAME: _____

PROJECT NUMBER: _____

LOCATION: _____

RETURN TO: _____

(project planner)

CITY OF OCEANSIDE
DEVELOPMENT SERVICES DEPARTMENT
PLANNING DIVISION
300 N. Coast Hwy.
Oceanside, CA 92054



APPENDIX E

Appeal Procedure



APPEAL PROCESS

GENERAL PROCEDURES FOR THE APPEAL PROCESS OF PLANNING COMMISSION DECISIONS (per Article 46 of the Zoning Ordinance)

Planning Commission final decisions that can be appealed to the City Council:

Development Plans
Tentative Maps
Parcel Maps

Conditional Use Permits
Regular Coastal Permits
Variances

Planning Commission recommendations that are subject to hearing and final action by the City Council:

General Plan Amendments

Zoning Amendments

Time Limits for Appeals

Appeals of Planning Commission decisions by an applicant or interested party shall be initiated within 10 calendar days of the Commission's final action adopting the resolution (within 20 calendar days if the project is located in the appealable area of the coastal zone). The resolution is generally adopted at the same meeting of the Planning Commission following the close of the public hearing on a planning project. However, in some cases, the resolution may be adopted at a subsequent meeting after the close of the public hearing.

Filing of Appeals

Any appeal of a final Planning Commission action shall be filed with the City Clerk within the time limit established for the appeal period pursuant to Zoning Ordinance Article 46 (10 calendar days from the adoption of the resolution as noted above or 20 calendar days if within the appealable area of the coastal zone). The appeal must be in writing on the required City form from the City Clerk and must clearly state the reasons for the appeal. The appeal fee, if applicable, must be filed with the written appeal. Appeals are to be filed with the City Clerk's Office at the Civic Center, 300 North Coast Highway, Oceanside, California 92054-2885. The appeal fee shall be waived if the appeal application is accompanied by the signatures of at least 50% of the property owners within the noticed area or 25 signatures of the property owners or tenants within the noticed area, whichever is less, supporting the appeal.

Call for Review

An alternative to filing an appeal is available to City Councilmembers. The procedure is known as a "Call for Review." Within 10 calendar days (or 20 calendar days if within the appealable area of coastal zone) of the Planning Commission final decision, at least two councilmembers may file with the City Clerk a "Call for Review" of the Commission's decision. A "Call for Review" filed by at least two members of the City Council shall be scheduled for a public hearing before the City

Council. This hearing will be conducted in a similar manner to an appeal hearing. Any project applicant or member of the public may request the City Council to initiate a “Call for Review” in lieu of filing a formal appeal. Requests by the City Council to initiate a “Call for Review” shall be submitted to the City Clerk’s office in writing and must indicate contact information of the requestor, the application number and name of the project of interest, the date of Planning Commission final action, and the reason(s) for requesting a “Call for Review.” Please contact the City Clerk’s office at (760) 435-3001 for further information.

Hearing Procedures for Appeals

1. Within 30 days of the City Clerk’s receipt of an appeal, the staff shall set the date for the City Council public hearing of the appeal.
2. The appeal shall be subject to a City Council public hearing. The notice of the public hearing shall be consistent with City Council Policy 300-14 (Enhanced Notification Program).
3. The City Council regularly meets on scheduled Wednesdays and Public Hearings are normally set for 6:00 p.m., or as soon thereafter as the City Council's agenda permits.
4. At the appeal hearing, the City Council shall consider only the same application, plans, and related project materials that were the subject of the Planning Commission decision and only the issue(s) specifically raised by the appeal.
5. At the appeal hearing, the City Council shall review the record of the decision and hear testimony of staff, the appellant, the applicant and any other interested party.
6. At the appeal hearing, the City Council shall affirm, modify, or reverse the Planning Commission’s decision. No new application shall be submitted to the Planning Division for a project that is substantially similar to the project appealed, for a period of one year unless the decision is made without prejudice.

Please do not hesitate to contact staff at the City Clerk’s Office (760) 435-3001 or the Planning Division at (760) 435-3520 if you have any questions regarding the appeal process.