

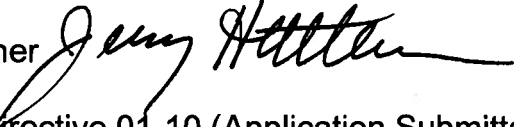


PLANNING DIVISION

MEMORANDUM

DATE: February 2, 2010

TO: Planning Division Personnel

FROM: Jerry Hittleman, City Planner 

SUBJECT: Planning Division Policy Directive 01-10 (Application Submittal Procedures)

Purpose & Intent: The purpose of this policy is to ensure all initial application submittals and re-submittals are processed in a consistent manner, and that properly identifies the staff members responsible for processing a given submittal.

Initial Application Submittal Process:

1. An appointment shall be scheduled with the assigned Project Submittal Planner and the appropriate Development Services Technician prior to submission of any new application submittals. **(The Planner II will be Responsible for Coordinating all Initial Submittals)**

If a customer shows up at the counter to submit an application without an appointment, the project submittal will be accepted by the assigned Project Submittal Planner whom will coordinate with a Development Services Technician to process and distribute the project. If the assigned Project Submittal Planner is unavailable, then a backup Planner shall assist in reviewing the application for minimum submittal requirements and beginning the submittal process.

2. The Development Services Technician will be responsible for initial data input into CRW, will collect all fee's associated with the application submittal, will create a Planning Project File consistent with the Project File Creation Policy, and prepare the required Notice of Application (Exhibit A) and transmit it to the Mailing House for mailing and IT for placement on the City's Web Site. **(The City Planner shall be the default Project Reviewer for all initial submittals and shall be notified via e-mail when an Initial Project Application has been submitted)**

The City Planner will assign the appropriate Planning Staff Member as Project Planner upon receipt of the Planning Project File.

3. The Assigned Planning Project Planner in coordination with the Development Services Technician will be responsible for data entry into CRW for all re-submittals.
4. Once a complete application submittal or re-submittal has been received by the Development Services Technician and/or Project Planner in accordance with the City of Oceanside Development Processing Guide, the Development Services Technician will complete a distribution list (Exhibit B) and transmittal form (Exhibit C), and will distribute via inter-office mail all submitted plans and reports to the appropriate reviewing disciplines (i.e. *Engineering, Water Utilities, Fire, Building, Public Works, Police, Redevelopment, NCTD, and Housing, as necessary*). All large scale plans shall be filed in the appropriate location with a cover sheet (Exhibit D)

*** Please note that incomplete application submittals that do not meet the minimum submittal requirements shall not be accepted, and a Letter of Incomplete Submittal shall be delivered to the applicant and/or their representative stating what submittal items are missing in order to complete the formal submittal process (Exhibit E).**

ATTACHMENTS:

Exhibits A-E



CITY OF OCEANSIDE

DEVELOPMENT SERVICES DEPARTMENT / PLANNING DIVISION

NOTICE OF APPLICATION

As a property owner or tenant within 300/1,500 feet of the exterior boundary of the project site or person who has requested notice, you should know that an application has been filed with the City of Oceanside for an Administrative **project type** (AXX-XX-XX) for **project description** located at **project location**.

PROJECT NUMBER:	AXX-XX-XX
PROJECT NAME:	PROJECT NAME
CONTACT NAME:	RESPRESENTATIVE NAME REP PHONE NUMBER
NEIGHBORHOOD:	??? NEIGHBORHOOD
PROJECT PLANNER:	PLANNER NAME, Planner Title (760) 435-35XX, plannerEmail@ci.oceanside.ca.us

The decision to approve or deny this application will be made by the City Planner. You will receive another notice informing you of the administrative decision.

You may review the file relating to this project at the Planning Division, 300 North Coast Hwy., during regular weekday office hours of 7:30 a.m. to 5:00 p.m. (Monday – Thursday), 7:30 a.m. to 4:00 p.m. (alternate Friday).

If you have any questions regarding this application after reviewing this information, please contact the City of Oceanside Planner listed above.

EXHIBIT A



CITY OF OCEANSIDE

DEVELOPMENT SERVICES DEPARTMENT / PLANNING DIVISION

NOTICE OF APPLICATION

As a property owner or tenant within 300/1,500 feet of the exterior boundary of the project site or person who has requested notice, you should know that an application has been filed with the City of Oceanside for a **type of project (X-X-XX)** for **project description** at **project location**.

PROJECT NUMBER:	X-X-XX
PROJECT NAME:	PROJECT NAME
CONTACT NAME:	APPLICANT NAME (XXX) XXX-XXXX, email@address.com
NEIGHBORHOOD:	??? NEIGHBORHOOD
PROJECT PLANNER:	PROJECT PLANNER, Planner Title (760) 435-35XX, plannerEmail@ci.oceanside.ca.us

The decision to approve or deny this application will be made at a public hearing by the Planning Commission. You will receive another notice informing you of the Planning Commission's date, time, and location of the public hearing.

You may review the file relating to this project at the Planning Division, 300 North Coast Hwy., during regular weekday office hours of 7:30 a.m. to 5:00 p.m. (Monday – Thursday), 7:30 a.m. to 4:00 p.m. (alternate Friday).

If you have any questions regarding this application after reviewing this information, please contact the City of Oceanside Planner listed above.

EXHIBIT A

DISTRIBUTION LIST

DATE

FILE NO.

TYPE OF PLAN

DISTRIBUTED TO

	FILE	ENG	BLG	FIRE	P/W	WTR	POL	SCH	NCT	WASTE
T-MAP / DP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLOT/SITE PLAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUILDING PLANS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXIST/COND. MAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SLOPE ANALYSIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRAINAGE PLANS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GRADING PLANS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LANDSCAPE PLANS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ELEV/FLR PLANS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TYPE OF REPORT

	FILE	ENG	ENVIRO	TRAF	GEO	WTR
STORMWATER (SWMP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TITLE REPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRAFFIC REPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SOILS REPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEO REPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HYDROLOGY REPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BIO REPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARCHAEOLOGICAL REPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NOISE ANALYSIS REPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EXHIBIT 3

TRANSMISSION OF DEVELOPMENT PROJECT

Date Received:
Date Distributed:

*****PLEASE RETURN TO THE PLANNING DIVISION***
UPON COMPLETION OF COMMENTS**

TO: X Engineering Division (Marty Eslambolchi)
 X Traffic (John Amberson)
 X Engineering Division (Harry Grove, Landscaping)
 X Engineering Division (Jim Knowlton)
 X Engineering Division (SWMP)
 X Engineering/CIP (Nathan Mertz)
 X Building Division (Jim Zicaro)
 X Fire Prevention (Tom)
 X Police Department (Special Enforcement Officer/Joe Young)
 X Public Works (Colleen Foster)
 X Public Works (Larry Boston)
 X Water Utilities Department
 X Waste Management
 X School District
 X North County Transit District (Christina Eary)

FROM: PLANNING DIVISION

The Planning Division is required by State Law to notify the applicant in writing within 30 days that this application contains all the information necessary to take to public hearing.

If further information is needed from this application for your Division/Department to generate conditions or comments on this application, please submit those needs in writing to the Planning Division no later than:
For your review, comment, and/or conditions.

Application Name:

Application Number:

Application Location:

Applicant Description:

Applicant Contact:

Project Planner:

*****PLEASE DO NOT RETURN ATTACHED MAPS, KEEP FOR YOUR RECORDS***
RETURN COMMENTS ONLY**

EXHIBIT C

File Number

File Name

Date Submitted

EXHIBIT *D*



CITY OF OCEANSIDE

DEVELOPMENT SERVICES DEPARTMENT / PLANNING DIVISION

APPLICATION SUBMITTAL REVIEW LETTER

1. **APPLICANT:**
2. **ADDRESS:**
3. **PHONE NUMBER:**
4. **PROJECT TITLE:**
5. **PROJECT DESCRIPTION:**
6. **SUBMITTAL CHECKLIST: (Attached as Appendix B)**

The City of Oceanside Development Services Department has completed an initial review of the proposed project application submittal and the required plans and information, and has found the project application submittal to be **incomplete/complete** (circle one). If the project is incomplete, the applicant/owner is subject to completing their formal application submittal prior to initiating processing of the subject application. It is further noted that once a complete application submittal has been received by staff, the project will then be routed for formal review by the various city departments and divisions. As part of the 30 day review period, staff will evaluate the application for completeness pursuant to Government Code Section 65943 to determine whether any additional information needs to be submitted in order to determine your projects compliance with the City's General Plan, Zoning Ordinance, and other applicable city policies and guidelines.

In signing this document the applicant/owner is stating that he or she has acknowledged that the project submittal is **incomplete/complete** (circle one) and that further comments and or revisions may be necessary to ensure continued processing.

I Print Name acknowledge that the items identified in the attached submittal checklist are outstanding or in need of revision in order to complete the formal application submittal.

Applicant/Owner

Date: _____

Staff Project Planner

Date: _____

EXHIBIT 

REQUIRED PLANS AND INFORMATION

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 most restricted 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")	Types of Applications			
		SP ZC GPA	CUP DP	TM TPM	VAR.
	SITE PLAN (20 copies – 15 copies last submittal)	X	X	X	X
	Name of Project, Entitlement Type(s) and Entitlement Numbers	X	X	X	X
	Scale (TWO TYPES): a) Engineering or architectural scale -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
	Distance from structures and setbacks of proposed structures to PL		X		X
	Location of floodway and floodplain lines	X	X	X	X
	Amount of grading		X	X	X

Verif. Check Box	REQUIRED PLANS & INFORMATION (Format Size: 18" x 24" or 24" x 36")	Types of Applications*			
		SP ZC GPA	CUP DP	TM TPM	VAR.
	FLOOR PLANS (20 copies – 15 copies last submittal)		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. ¼ 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 (20 copies – 15 copies last submittal)		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. ¼ 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 (20 copies – 15 copies last submittal)		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. ¼ 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 8½" x 11" board.		X		X
	PHOTOGRAPHS (1-set)	X	X	X	X
	Photographs mounted on 8.5" by 11" sheets of paper, with the direction clearly labeled of all existing building elevations and views of the property from adjacent streets and properties.	X	X	X	X
	A digital copy (on-CD-Rom) of the submitted photographs in jpeg format	X	X	X	X
	LANDSCAPING PLANS (20 copies – 15 copies last submittal)		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

Verif. Check Box	REQUIRED PLANS & INFORMATION (Format Size: 18" x 24" or 24" x 36")	Types of Applications*			
		SP ZA GPA	CUP DP	TM TPM	VAR.
	TENTATIVE MAPS (20 copies – 15 copies last submittal)			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 - Geology, Pavement Evaluation, Hydrology, Traffic, Biology, Paleontology, Archeology, Cultural, SWMP, if applicable and 1-digital copy on CD-Rom)		X	X	X
	LEGAL DESCRIPTION	X	X	X	X
	ENVIRONMENTAL INFORMATION APPLICATION (1-copy)		X	X	X
	PROPERTY TITLE REPORT	X	X	X	X
	ONE HARDCOPY OF ALL REQUIRED MAILING LABELS AND RADIUS MAP (WITH TOTAL NUMBER OF LABELS DENOTED); ONE CD OF THE MAILING LABELS IN EXCEL FORMAT	X	X	X	X
	NOTICE OF PROJECT APPLICATION & (CERTIFICATION OF POSTING)	X	X	X	X
	POST CARD NOTIFICATION FEE	X		over 20 units	
	DESCRIPTION AND JUSTIFICATION (1-copy)		X	X	X

I hereby certify that the application submitted contains all the information required above.

APPLICANT