

STAFF REPORT



ITEM NO. 18
CITY OF OCEANSIDE

DATE: August 15, 2007
TO: Honorable Mayor and Members of the City Council
FROM: Community Development Department/Planning Division
SUBJECT: **PLANNING COMMISSION AD HOC COMMITTEES' WORK PLAN REPORT (FY 2006-07)**

SYNOPSIS

Staff recommends that the City Council consider the Planning Commission's and staff's recommendations, direct staff to incorporate them as part of the Planning Division's work program for FY 2007-2008 and to implement them as proposed by the Planning Commission, with the exception of the Guidelines for Determining Substantial Conformity which are recommended to be approved with staff's modifications, and exclude the suggested placement of substantial conformity applications on the Planning Commission agenda.

BACKGROUND

On October 4, 2006, the City Council approved the Planning Commission work plan and set forth specific tasks for FY 2006-07 (Attachment 1). Subsequently Planning Commission Ad Hoc Committees were established to review and address four primary work plan issues: 1) submittal procedures and package standards for development applications; 2) development design excellence criteria; 3) mixed-use ordinance provisions; and 4) substantial conformance findings for previously approved projects. The Ad Hoc Committees' findings and recommendations were presented to and endorsed by the Planning Commission. Said findings and recommendations, as well as staff's recommendations, are discussed in detail in the body of the report below.

ANALYSIS

WORK PLAN ISSUES:

1. Project submittal procedures/package standards: Up until recently, the City of Oceanside did not have a development processing guide that provided a comprehensive and user-friendly overview of the entitlement review process and project submittal requirements. Information on entitlement processing was addressed by a

multitude of handouts, memos and other publications that were not frequently updated. Last year the City Council directed the Planning Commission to review the submittal procedures and package standards for development applications and establish a submittal requirements checklist. The Commission was also asked to research procedures and model procedure packages from other cities. Subsequently the Procedures Ad Hoc Committee was established and with staff's support, reviewed existing processing documents, updated and clarified submittal package requirements and created the "City of Oceanside Development Processing Guide" (Attachment 2) to serve as a reference for the processing of development proposals through the various stages of project review. Application processing forms, a submittal checklist, fee schedules, notification requirement information and memoranda to notify applicants of on-going programs and efforts such as water quality programs, Multiple Habitat Conservation Program efforts, etc., that may affect review, processing and implementation of projects were also included in the document. The Development Processing Guide was presented and unanimously approved by the Planning Commission on March 12, 2007.

Staff recommendation: Staff finds that the Development Processing Guide will: a) provide project applicants and the public with a better understanding of the entitlement review process; and b) will assist in expeditious project processing by setting forth processing submittal requirements in a concise and explicit manner, thus minimizing multiple rounds of project review. The Development Processing Guide is an administrative processing document and as of July 26, 2007, it was made available to the public.

2. Development design excellence criteria: The General Plan refers in general terms to "excellence of design features", "superior architectural design and materials", "superior landscape/ hardscape design and materials", "superior recreation facilities or other amenities", and "superior private and/or semi-private open space areas" as project characteristics that should be considered in approving residential projects above base density. At this point, the City of Oceanside does not have Citywide design guidelines to assist in making determinations of project compliance with the above-referenced characteristics. In addition, with the exception of the Mission San Luis Rey Historic Area and a limited number of master plan areas, no specific neighborhood design or urban guidelines exist that could be used as a reference by project applicants, the community at large and staff. In order to address this issue the City Council tasked the Planning Commission to evaluate and establish development design excellence criteria, including parking, landscaping, and architectural design.

The Planning Commission established an Ad Hoc Committee on design excellence which reviewed and discussed the General Plan land use policies for residential base density increases. The Committee determined that the existing General Plan design references provide insufficient guidance to applicants, the community at large and staff, and development of Design Guidelines is necessary in order to elevate the quality of design and preserve the character of the City of Oceanside. More specifically, the Committee recommended that: a) resources should be allocated to create Citywide design guidelines;

and b) the character and identity of specific neighborhoods within the City should be established through a design charrette process. On March 26, 2007, the Design Excellence Ad Hoc Committee's recommendations were presented to and unanimously approved by the Planning Commission.

Staff recommendation: Staff supports the Planning Commission's recommendations. However, funding availability is of concern to undertake this effort. It is estimated that the subject effort could take approximately 12-18 months to implement. The cost for preparing Citywide design guidelines could vary from \$250,000-500,000 depending on the selected consulting firm and final product. The costs for the neighborhood charrette process is estimated to be from \$170,000-510,000.

3. Mixed-Use Ordinance: The Planning Commission was directed to study the current Mixed Use Ordinance, establish potential mixed-use overlay zones and review procedures for defining density. The Planning Commission Ad Hoc Committee on mixed use did, as part of their work program, evaluate existing zoning ordinance regulations, zoning districts and sites where mixed-use development is permitted. The Committee determined that the diversity of the potential mixed-use development sites (their location, size and configuration) warrants implementation of a three-tier strategy in order to encourage and regulate mixed-use development as follows:

- I. Implement a mixed-use zoning ordinance amendment (Attachment 3) to ensure that a) the specific purposes of mixed-use development are more precisely defined; and b) a balance between commercial and residential development is achieved in future mixed-use proposals.
- II. Establish Planned Block Overlay District for sites over 60,000 sq. ft. to implement desirable pedestrian-friendly, high-quality, mixed-use development. The following locations are recommended for site-specific master plans to be taken on as future projects and addressed by planning staff with consultant support:
 - a) Mixed Use Planned Block Overlay District and Development for the Oceanside Boulevard corridor between I-5 and El Camino Real.
 - b) Mixed Use Planned Block Overlay District and Development for the area extending south of the Redevelopment Area boundary (D District) along Coast Highway to the southernmost City limits. (This planning effort will necessitate a study for an LCP amendment to permit mixed-use development beyond the Redevelopment Area within the coastal zone).
 - c) Mixed Use Planned Block Overlay District and Development for parcels fronting at the intersection of Melrose and Oceanside Boulevard.
 - d) Other Mixed Use Planned Block Overlay District and Development for parcels within the Smart Growth Community Center sites identified in the SANDAG Smart Growth Concept Map (Attachment 4).
- III. Create new form-based mixed-use guidelines that would serve as an educational tool and design resource for those intending to submit plans for

future mixed-use developments.

The Mixed-Use Ad Hoc Committee's recommendations were presented and unanimously approved by the Planning Commission on April 23, 2007.

Staff recommendation: Staff supports the Planning Commission's recommendations. The proposed reduction of the minimum lot area that would qualify a parcel for development with mixed uses from 1 acre to 20,000 sq. ft. will encourage mixed-use developments. In addition the recommended reduction of residential density from 29 dwelling units to 25 dwelling units per acre, combined with the maximum residential floor-to-area ratio requirement of 50 percent will ensure that a significant amount of commercial development is included within mixed-use projects. However, the 50 percent standard may not work in all cases, and staff will study this issue prior to bringing a revised ordinance back to the Planning Commission and City Council for formal adoption and public hearings.

4. Guidelines for Determining Findings of Substantial Conformance: Minor modifications to previously approved development proposals can be approved as a ministerial action if the modifications are in compliance with specific guidelines. Last year the Planning Commission was tasked with the review of the current substantial conformance guidelines.

The Substantial Conformance Ad Hoc Committee evaluated the guidelines and recommended a number of changes (Attachment 5). The primary revisions include: a) limiting modifications to approved setbacks by a maximum of 10 percent; b) limiting changes in raising or lowering pad elevations between 1 and 2 feet, in lieu of the current 3-ft. (max) increase; and c) requiring that substantial conformity application requests be placed on the Planning Commission agenda as an informational item. The Ad Hoc Committee's recommendations were presented and unanimously approved by the Planning Commission on April 9, 2007.

Staff recommendation: Staff supports the Planning Commission's recommendations with the exception of the suggested placement of substantial conformity applications on the Planning Commission agenda.

The basic underlying assumptions in considering any change under the substantial conformity criteria are that: a) the request does not represent a change in any aspect of the project's original discretionary approval that was considered essential to the project's overall design, quality, safety or function; and b) that the request represents an upgrade in overall design features and/or materials which additionally maintain or improve upon the project's original compatibility with the surrounding neighborhood. Staff finds that if those two essential premises are met, the delay that will be caused by the placement of substantial conformity applications on the Planning Commission agenda, will be counterproductive and contrary to the original intent for establishing an expeditious substantial conformity process. Therefore staff recommends that the City Council approve the revised Guidelines for Determining Findings of Substantial Conformity as recommended by staff and exclude the suggested placement of substantial conformity applications on the Planning Commission agenda.

COMMISSION OR COMMITTEE REPORT

None.

CITY ATTORNEY'S ANALYSIS

City Attorney analysis does not apply.

RECOMMENDATION

Staff recommends that the City Council consider the Planning Commission's and staff's recommendations, direct staff to incorporate them as part of the Planning Division's work program for FY 2007-2008 and to implement them as proposed by the Planning Commission, with the exception of the Guidelines for Determining Substantial Conformity which are recommended to be approved with staff's modifications, and exclude the suggested placement of substantial conformity applications on the Planning Commission agenda.

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ATTACHMENTS:

1. Planning Commission FY 2006-07 Work Plan
2. City of Oceanside Development Processing Guide
3. Mixed Use Ordinance - Legislative Draft
4. SANDAG Smart Growth Concept Map
5. Guidelines for Findings of Substantial Conformance - Legislative Draft

CITY OF OCEANSIDE
Planning Commission
FY 2006-2007 Work Plan

Approved by PC
September 11, 2006
Approved by CC
October 4, 2006

I MISSION STATEMENT

The Oceanside Planning Commission shall guide, encourage and promote responsible development as it relates to the physical, environmental, social, economic, cultural and safety needs of the community.

II COMPOSITION/ROLE

The Commission is composed of seven members: Dennis Martinek, Chairman; Richard Parker, Vice Chair; and Commissioners Randy Horton, Dick Blom, Louise Balma and Victoria Beach. There is currently one vacant position. As stated in City Council Policy No. 300-020, adopted on May 21, 1997, the members of the Planning Commission have the knowledge and experience as citizens of Oceanside to represent the community as a whole in their decisions and recommendations. The Council Policy also includes standards of ethical conduct for the Planning Commission. These standards require the advancement of the public interest; the importance of independence in judgment; openness; and fairness.

III STRUCTURE

The Planning Commission serves under provisions of local ordinance and state law. Its secretary is the City Planner, and principal staff support is provided by the Community Development Department/Planning Division.

From time to time various adhoc committees are appointed by the Chair to work on specific issues. In addition, two Commission members serve on the Redevelopment Design Review Committee (RDRC). The Chairman of the Commission also serves as the Planning Commission representative on the Oceanside Mobilehome Park Financing Authority.

IV GENERAL GOALS AND TASKS

The Planning Commission's primary goal is to consider land use requests and study land use issues in light of the City of Oceanside's General Plan and its elements. The Commission is responsible for land use decisions and

recommendations under the auspices of Federal, State, regional and local laws, ordinances and City policies.

The Planning Commission works to improve the quality of life for members of the Oceanside community and makes recommendations and decisions that contribute to the vision that will shape and define the City in the future.

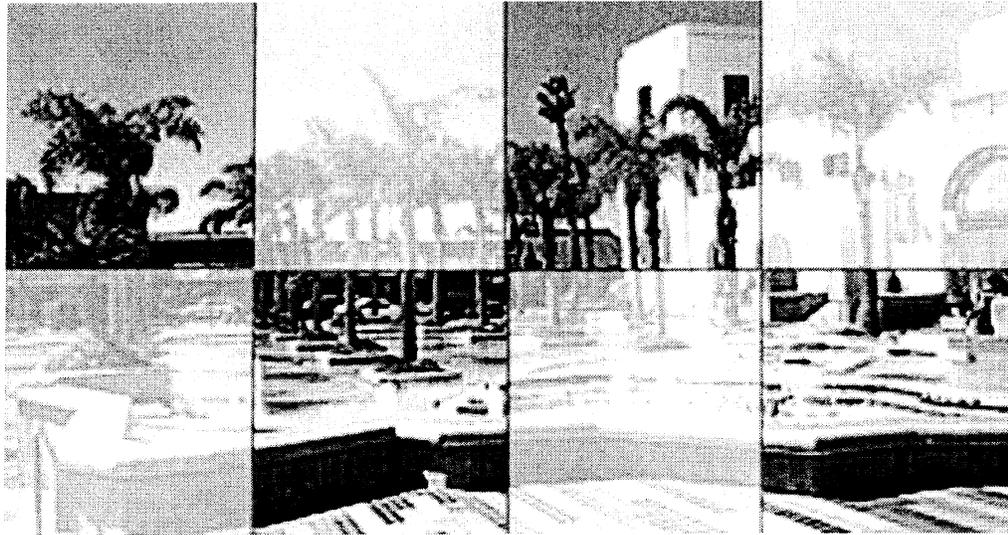
The Commission works strongly and consistently for the enhancement of public participation and knowledge of the planning process.

To carry out its work the Commission annually conducts approximately 70 public hearings on land use applications for Development Plans, Conditional Use Permits, Tentative Maps, Zone Changes and other discretionary actions. The Commission also forms adhoc committees to consider land use issues that need in depth review and analysis. The Commission meets 24 to 28 times a year.

V SPECIFIC GOALS AND TASKS

1. The Planning Commission shall conduct public hearings and make land use decisions and/or recommendations to the City Council on project applications.
2. The Planning Commission shall hear all sides of any issue before it, by providing a complete opportunity for all interested parties to be heard in a public meeting.
3. The Commission shall conduct an in-depth review and complete public discussion of all projects it hears prior to making any decisions or recommendations.
4. The Commission shall review, affirm and adopt all of the findings required by State law and local regulation for the actions in takes on any projects either for or against.
5. The Commission shall consider all of the environmental documentation provided with a project and make findings based on the mitigation of any negative impacts based on the requirements of the California Environmental Quality Act.
6. The Commission shall continue to place and support conditions on projects to ensure that potential impacts are mitigated appropriately.
7. The Commission shall continue its practice of in-depth review of the architecture, design and landscaping of all development projects to insure their compatibility with and enhancement of the surrounding neighborhoods and the overall community.
8. The Commission shall provide input to the Community Development Commission (CDC) on projects within the Downtown Redevelopment project area as requested by the City Council/CDC through the Redevelopment Design Review Committee (RDRC).

9. During the coming year the Planning Commission is anticipated to discuss and provide input and recommendations on the following projects and work tasks:
 - a) Review of SANDAG-generated regional growth projections to the year 2030 and associated strategies to prepare for the related impacts, reconcile any differences, and make recommendations as appropriate to City Council and SANDAG for potential General Plan/Land use changes.
 - b) Conduct a review by a Planning Commission adhoc committee of the required "Substantial Conformance Findings" for previously approved discretionary projects. City Council Policy No. 300-16. Adhoc committee established: Commissioners Martinek and Chairperson Parker.
 - c) Review with planning and engineering staff the submittal procedures and package standards required for development applications. Establish a developer checklist. Research procedures model procedure packages from other cities. Adhoc committee established: Commissioners Parker and Chairperson Beach.
 - d) The Planning Commission shall develop a pro-active role in public education, master planning and zoning.
 - e) The Planning Commission shall evaluate and establish development design excellence criteria, including parking, landscaping, and architectural design. Review parking, landscaping, and design standard requirements for town homes, apartments, condominiums and commercial development. Adhoc committee established: Commissioners Martinek, Beach and Chairperson Balma.
 - f) Study Mixed Use Ordinance with a potential overlay zone and review procedures for defining density. Adhoc committee established: Commissioners Beach, Blom and Chairperson Parker.
 - g) Conduct a workshop on the legal and ethical standards for Planning Commissioners and adopt an appropriate code of ethics for the Oceanside Planning Commissioners.



City of Oceanside Development Processing Guide

Community Development Department

Planning Division

July 26, 2007



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 form at the City of Oceanside website:
www.ci.oceanside.ca.us



I. INTRODUCTION

In partnership with our community, the Community Development 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 Planning Division, Engineering Division, Fire Department, Water Utilities Department and Building Division. Narratives that provide detailed descriptions of the development review process within each Division or Department are followed by a sample process flow chart.

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.



II. CUSTOMER BILL OF RIGHTS

City of Oceanside staff strives to maintain an atmosphere of mutual respect, courtesy and accountability through the development review and permit process of all projects. To that end:

- ❖ Our customers have the right to be treated with courtesy and respect;
- ❖ Our customers have the right to receive service from knowledgeable, competent and cooperative staff;
- ❖ Our customers have the right to complete, accurate, reliable information and feedback;
- ❖ Our customers have the right to consistent and fair application of codes and rules;
- ❖ Our customers have the right to formally appeal administrative decisions;
- ❖ Our customers have the right to expect our staff to explore alternatives and find creative solutions;
- ❖ Our customers have the right to an estimate of costs and approximate timeframes;
- ❖ Our customers have the right to a response by the next business day to all inquiries;
- ❖ Our customers have the right to discuss decisions by staff with supervisors;
- ❖ Our customers have the right to be given priority if they are rerouted due to no fault of their own.



III. PLANNING **DEVELOPMENT PROCESSING**

The Development Review Process Team – 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. The review process involves a team of staff representatives - Application Review Committee - from many City departments and other agencies including but not limited to the following:

- Engineering (Traffic, Landscaping, Stormwater, Geotechnical,)
- Building Division
- Water Utilities Department
- Fire Department
- Police Department
- Housing Department
- Coastal Commission
- North County Transit District

Prior to Application – Developer’s Conference

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 on Tuesday mornings (on an appointment basis) in order to provide a forum for discussing policy issues, constraints, and opportunities for developing sites throughout the City, except for the Downtown Redevelopment area.

You may call (760) 435-3520 to set up a Developer’s Conference appointment. If your property is located within the Redevelopment Area in downtown Oceanside please contact the Economic Development and Redevelopment Department at (760) 435-3352 for development processing direction.

Application Submission

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 Entitlement Review Application, and Environmental Information Form are attached to this guide (see Appendix A). The required plans and information are listed on the attached table (see Appendix B). The entitlement processing fees and neighborhood notification fees are also included for your reference (see Appendix C – fees are subject to periodic change). Application submittals are accepted by appointment only. Please contact the Planning Division at (760) 435-3520 for an appointment.



The Review Process Begins

The majority of discretionary entitlement applications require a public hearing before the Planning Commission. 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. Regardless of the decision making authority, the same review procedures apply.

When entitlement applications are received they are recorded in the Planning Division's database. Copies of the application, description and justification, reports, and plans are circulated to all relevant City departments and any other governmental agencies with an interest in the project. The Principal Planner reviews the file and assigns the project to a staff planner. The assigned planner (project manager) manages and coordinates with other City staff the project's review.

The project manager thoroughly reviews the application for completeness and for consistency with applicable City Codes and policies. The applicant's completed Environmental Information Form is also reviewed and additional information and studies may be requested at this time. Internal staff meetings and discussions occur between the development review staff and the applicant (or his/her representative). Once review of the project has taken place staff comments are forwarded to the project manager. The project manager compiles an Application Review Committee (ARC) comment letter and informs the developer within 30 days from project submittal if the application is complete or incomplete and of any outstanding issues.

Deeming the Project Complete & CEQA

Once the necessary information is reviewed, and the project is deemed complete, a California Environmental Quality Act (CEQA) determination must be made. Unless the project is exempt from environmental review, one of the following documents will be required 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 www.ceres.ca.gov.

When the project application is complete, all affected departments forward standard and project specific conditions (requirements of project 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.

Project Specific Review Committee

Once draft conditions are available for review, the project is scheduled for Project Specific Review Committee (PSRC). Attendance at PSRC includes all staff that participated in the project review and is open to the applicant and/or his/her representative. PSRC affords an opportunity for discussion and resolution of any outstanding issues between staff and the developer prior to the Planning Commission hearing or administrative decision.



Public Notification

Advance Mail Notification and Expanded Public Hearing/ Administrative Decision Mail Notification of Discretionary Entitlement Proposals: Property owners and tenants residing within 1,500 feet of a proposed project site (for all development proposals other than single family projects), property owners within 300 feet (for single family projects) and property owners within 300 feet and residents within 100 feet (for single family projects within the coastal area) will be sent notice(s) via mail informing them of pending discretionary entitlement proposals within 15 days from the project submittal date. This notice will be in addition to any other notice required by the California Government Code or the City of Oceanside.

The aforementioned mail notification to property owners and tenants includes environmental processing notices (e.g. EIR Notice of Preparation/EIR Scoping Meetings, Notices of Availability, and pending decisions on Mitigated Negative Declarations). This type of notification applies to all discretionary project requests subject to a mail notice requirement and excludes notification to time share owners.

On-site signage

A "Notice of Project Application" must be posted by the applicant on the project site within 15 days following submittal of a formal application for discretionary entitlement(s) that require a public hearing. The sign must remain on-site until the appeal period for the requested entitlement(s) has expired. The notice must be designed in accordance with the City of Oceanside on-site sign design/text exhibit (Attachment 3). A "Certificate of Posting" must be submitted to the City within 24 hours of posting.

All project site notices are required to comply with the following:

1. On sites less than five acres, notice signage shall be posted at the most publicly visible location on site, to the satisfaction of the City. On sites over five acres or with multiple public road frontages a minimum of two signs (one per street frontage) shall be posted, to the satisfaction of the City.
2. Sign material shall be durable enough to withstand the elements.
3. Signs shall be mounted to an existing building or secured to a ground-mounted pole with a minimum pole height of four feet and a maximum pole height of six feet.
4. Sign dimensions shall be two feet in height and three feet in width.
5. Sign color background shall be yellow.
6. All letter colors shall be black.
7. Letter font shall be Arial.
8. Letter heights for the notice shall be as shown on the City's on-site sign design/text information exhibit on file in the City.
9. Applicant or developer phrases or logos shall not be allowed.
10. Applicant shall obtain City approval of text, prior to posting.
11. Any removed or damaged notices shall be replaced within five days from receipt of such notification by the City. Failure to replace removed or damaged signs shall cause processing of a development proposal to be suspended.

This type of notification does not apply to administrative discretionary entitlement requests.



Neighborhood Planning Area Notification

Seventeen Neighborhood Planning Areas are identified in the Adopted Land Use Element of the General Plan and serve as the approximate boundaries for the Neighborhood Notification Program. Residents within a neighborhood planning area will be sent a letter-type notice of public hearings scheduled for General Plan Amendments within that neighborhood planning area.

Residents within a neighborhood planning area will also be sent a letter-type notice of public hearings for applications located within that neighborhood planning area involving Specific Plans, Zone Changes, Tentative Maps and/or Development Plans for all residential projects over 20 units, and for all commercial projects over five acres. Additionally, any of the above-noted projects which are appealed to or otherwise heard by the City Council will be subject to the letter-type notice.

Interested Party Notification List

Mail notice will be sent to neighborhood groups, homeowner association representatives and any other interested party that requests notification of all projects subject discretionary entitlement request approval.

Web-based Notification

The application cover page of all discretionary entitlement requests will be posted on the City's Web site within 15 days from project submittal date.

Public Hearing

The Planning Commission 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 will adopt the Resolution of Approval. If the project is denied, the applicant may appeal the decision to the City Council within ten (10) calendar days of the adoption of the Planning Commission Resolution, or redesign and submit a new application to the Planning Division. For detailed information about the public hearing process, please refer to Article 41 and 43 of the Oceanside Zoning Ordinance.

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.

NOTE: *Prior to scheduling a development proposal for public hearing, it is recommended that the project applicant hold community workshop(s) and present the project to neighborhood groups to receive preliminary public input.*

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 adopting the resolution.



City Of Oceanside Development Processing Guide

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. The appeal fee (see Appendix C – fees are subject to periodic change) may be waived if the appeal 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 detailed information about the Appeal process, please refer to 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, a Councilmember 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 of a Councilmember 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 a City Councilmember.



IV. ENGINEERING DEVELOPMENT PROCESSING

Engineering Plan Check

Once the Planning Commission approves the Tentative Map, Development Plan or other discretionary entitlement, the developer may file the final engineering plans with the Engineering Division. All maps and plans are reviewed by the City for design completeness, standards compliance and compliance with all conditions of approval (off-site improvement plans, signal plans, etc. must be a part of the first submittal). Site agreements, such as access and cross maintenance, are checked. The cost estimate submitted by the developer's civil engineer is reviewed for accuracy. Projects which are incomplete may be resubmitted after necessary corrections and/or redesigns are completed.

After all the departments have provided input and the plan checker has completed the review and identified the necessary corrections and/or omissions, the plans are returned to the developer's civil engineer.

Bond and Fee Letter

The approved cost estimate becomes the basis of a Bond (Security) and Fee Letter. Included with the letter are blank Subdivision Agreement Forms and Bonding Forms. A blank grading permit is also included with grading Bond and Fee letters.

When the developer receives the Bond and Fee Letter, he/she must pay the fees and arrange for the bonding or other forms of security. The project will not be processed until the fees are paid and the security is submitted. Types of optional securities acceptable are surety bonds, Letters of Credit, assigned passbooks/CDs and cash. Please contact the Engineering Division for special wording or conditions required for these types of securities.

Final Review of Plans

Upon completion of all discretionary entitlement actions the City Engineer completes a final review of the plan. When the City Engineer has approved the plan, the Final Map is scheduled for City Council approval. A Staff Report and Resolution is prepared recommending approval of the Final Map. Acceptance of the Final Map by the City Council authorizes the signing of the map by various departments, the City Clerk and the Mayor, and its subsequent recordation. Grading can occur after the discretionary approvals are complete.

Pre-construction conferences are held prior to commencement of actual work at the project site. These conferences require a minimum of 48 hour's notice. The primary purpose of pre-construction conferences is for the City inspector to point out to all concerned those items that must be inspected. In addition, he/she points out what tests must be done at certain stages of the project and sets the schedule with the contractors.



Pre-construction conferences also provide the contractors the opportunity to address their areas of concern.

After the grading is complete, the developer's engineer must submit "as built" plans. The developer's soil engineer must submit the final soils and compaction reports to ensure that the work was done in conformance with the recommendations that were contained in their preliminary reports.

When the completed grading is inspected and approved, and the final soils reports (and FEMA Certificates for Precise Grading) are submitted and approved, the grading bond may be released.

When construction of all improvements and utilities has been completed, the City conducts a final work walk through. A "punch list" is compiled from the final walk through. The "punch list" itemizes discrepancies that need to be corrected before the project is ready for the City to accept.

Improvements Accepted

When all the discrepancies have been corrected, all "as-builts" and certifications have been submitted, and the improvements are ready, the Engineering staff accepts the improvements, or accepts the improvements as satisfactorily completed, and authorizes the release of the Improvement (performance) Bond. When the City Engineer accepts the improvements, the City takes ownership and becomes responsible for the care and maintenance. The original signed plans (now as-built) are submitted to the City and retained as permanent file drawings, replacing the on-file copies of the plans.

The labor and materials bond remains in effect for 6 months from the acceptance action date to ensure that any outstanding changes not paid by the developer are covered. In addition, a warranty bond (10% of the total improvement bond) is initiated when the improvement bonds are released. The warranty bond will exist for 12 months to cover any hidden defects that may surface within that time period.

Six months after the City's acceptance of the improvements, the Labor and Material Bond is processed for release if there is no evidence of a Mechanics Lien. Twelve months after acceptance of the improvements, Engineering will check with other City departments to see if any improvement defects occurred. If no defects have occurred, then the Warranty Bond is released. If defects are present, the developer must repair them or the City will take action on the security and have the work performed.

Prior to approving the issuance of Building Permits, Engineering requires:

- complete and certified preliminary grading;
- final compaction reports;
- all building pads certified as to line, grade and elevation;
- an approved Precise Grading Plan;
- an approved Landscape Plan;
- payment of required engineering processing and/or impact fees;
- completion of offsite improvements, as required by the City Engineer;
- landscaping, as required by the City Engineer.



City Of Oceanside Development Processing Guide

When subdivisions are built in phases, a phasing plan is required to be submitted by the applicant to the City Engineer for approval. The phasing plan must be designed to separate the construction area from the completed area. If feasible, a phase can be released for occupancy while another phase is still under construction. When Engineering staff receives the developer's application for building permit, the inspector releases the project (or a phase of that project) when the public sewer, water, drainage improvements and the offsite improvements required by the City Engineer and the Phasing Plan are complete and the "punch list" items have been corrected.

Landscape Plans

Landscape Plans should be approved prior to building permit issuance or Final Map approval. Off-site landscaping in the public right of way or otherwise part of a Phasing Plan approved by the City Engineer should be completed prior to the issuance of Building Permits. Other landscaping is required to be completed prior to the inspector signing the application for occupancy Utilities Release Form.

When the irrigation system is installed and the plant materials planted, the inspector will call for "as-builts" and will record the beginning of the 12-month maintenance period that is necessary to ensure that the plants become properly established. Landscape Faithful Bonds are held through the 12-month maintenance period in addition to the time it takes to install the irrigation system and plant material.

At the end of the maintenance period, assuming there are no problems, the inspector will approve the request for acceptance and faithful performance Bond release. The Labor and Material Bond are held for another 6-months beyond the acceptance date. Implementation of a maintenance period eliminates the need Warranty Bond(s).



V. 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 planning discretionary review process can take place concurrently or in 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 three identical and complete sets of building construction plans, including plot plans, along with the required supporting documentation such as soils report, structural calculations, energy calculations etc. The applicant completes a Building Permit Application and a plan route sheet for the project. Plan check fees are paid, the plans are accepted for plan check and are internally routed to the Planning Division and to building permit plan check consultants for review, comment and approval.

The first building plan check is completed within 10 to 15 working days from the submittal date. Once the plans are checked, the applicant is notified to pick up the plans, make any necessary corrections and return them to the Building Division. 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.

When the final inspection is requested, the Building Division notifies Planning, Engineering, Water Utilities, and the Fire Department. These departments do a final check or inspection of their own, as needed. Once all requirements are met, each department signs the Authorization for Release of Utilities form. After the Building Division receives releases from all of these departments, the SDG&E is notified by Building Division staff and the utilities may be activated upon the owner's request. The final inspection signed on the inspection card is considered the certificate of occupancy for the building.



VI. FIRE DEPARTMENT DEVELOPMENT PROCESSING

Pre-application

Fire Department staff participates in pre-application meetings such as Developer's Conference 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.

Fire Plan Check

After appropriate planning entitlements have been secured, two sets of architectural plans must be submitted for plan check directly to the Fire Department. One set is used for structural review and the second for vegetation management review. Once the plan check is complete, one set is returned to the applicant.

Fire Protection System plans should also 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.

Over the Counter Plan Review

Over the counter plan reviews are available with plan examiners Monday through Thursday from 9:00 a.m. to 11:00 a.m. or as otherwise arranged through the Plans Examiners office. There is no fee for this service. Over the counter plan checks include: fire hydrant locations; fire sprinkler tenant improvements (25 heads or less with no calculations required); fire sprinkler monitoring for water flow only; repairs to underground fire lines; fire water supply tanks at construction sites; outdoor fireplaces and fire rings; simple residential or commercial tenant improvements.

Plan Check and Inspection Fees

Plan check fees are billed once plans are submitted for review. Plan check fees are charged for structural plan checks, fire protection systems and vegetation plan checks. Inspection fees are separate from plan check fees and are billed to the applicant after the completion of an inspection.

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 required for an inspection appointment.



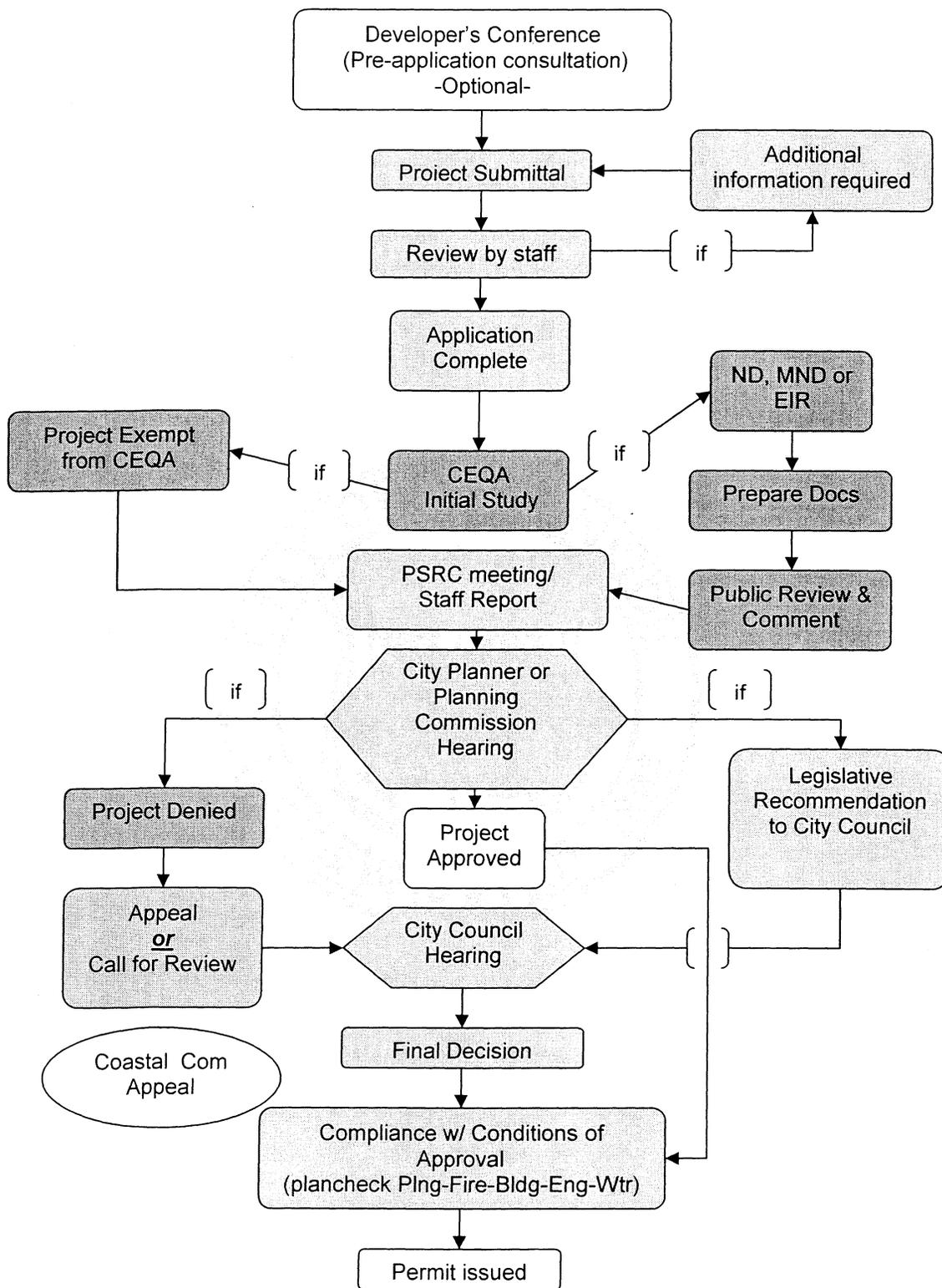
VII. WATER UTILITIES DEVELOPMENT PROCESSING

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 discretionary entitlement(s) have been secured, the developer may file his/her plans directly with the Water Utility Department. All maps and plans are reviewed by the City for design completeness, basic standards compliance and compliance with all conditions of approval. Projects which are incomplete may be resubmitted after necessary corrections and /or redesigns are completed.



**City of Oceanside
Development Processing Flowchart**



APPENDIX A

Entitlement and Environmental Review Applications



Application for Public Hearing

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

STAFF USE ONLY

ACCEPTED

BY

Please Print or Type All Information

HEARING

PART I – APPLICANT INFORMATION

GPA

1. APPLICANT

2. STATUS

MASTER/SP.PLAN

ZONE CH.

3. ADDRESS

4. PHONE/FAX/E-mail

TENT. MAP

PAR. MAP

5. APPLICANT'S REPRESENTATIVE (or person to be contacted for information during processing)

DEV. PL.

C.U.P.

6. ADDRESS

7. PHONE/FAX/E-mail

VARIANCE

COASTAL

PART II – PROPERTY DESCRIPTION

O.H.P.A.C.

8. LOCATION

9. SIZE

10. GENERAL PLAN

11. ZONING

12. LAND USE

13. ASSESSOR'S PARCEL NUMBER

PART III – PROJECT DESCRIPTION

14. GENERAL PROJECT DESCRIPTION

15. PROPOSED GENERAL PLAN

16. PROPOSED ZONING

17. PROPOSED LAND USE

18. NO. UNITS

19. DENSITY

20. BUILDING SIZE

21. PARKING SPACES

22. % LANDSCAPE

23. % LOT COVERAGE or FAR

PART IV – ATTACHMENTS

24. DESCRIPTION/JUSTIFICATION

25. LEGAL DESCRIPTION

26. TITLE REPORT

27. NOTIFICATION MAP & LABELS

28. ENVIRONMENTAL INFO FORM

29. PLOT PLANS

30. FLOOR PLANS AND ELEVATIONS

31. CERTIFICATION OF POSTING

32. OTHER (See attachment for required reports)

PART V – SIGNATURES

33. APPLICANT OR REPRESENTATIVE (Print):

34. DATE

SIGNATURES OF 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).

Sign:

35. OWNER (Print)

36. DATE

I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Sign:

PART I – APPLICANT INFORMATION

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

PART II – PROPERTY DESCRIPTION

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

PART III – PROJECT DESCRIPTION

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

PART IV – ATTACHMENTS

ATTACHMENTS 24 THROUGH 30 MUST BE SUBMITTED WITH ALL APPLICATIONS.

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

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

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

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

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

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

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

General Plan policies governing orderly growth and development and the preservation and conservation of open-space lands.

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

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

PART V – SIGNATURES

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

- Date of applicant's or representative's signature.
- The applicant must sign to certify the correctness of the information on the application form.
- Date of applicant's signature.
- The owners of all the property involved must sign to indicate that the application is being filed with their knowledge. Ownership will be verified against the records of the County Recorder and County Assessor. If signatures are difficult to obtain because of time or distance, letters designating the applicant as the agent of the owner to file on the owner's behalf will be acceptable.

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

SUBMITTAL INFORMATION:

Attached is an 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 (please refer to the fee schedule – Appendix C). If the Environmental Administrator/ 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 "NA" (Not Applicable) in the space provided.

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. The determination that the project is Categorical Exempt must be confirmed by a staff planner.

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 Study of your project. Following interdepartmental review of the project by the Application Review Committee, the Initial Study will be completed by the project's environmental consultant. The Project Planner in consultation with the Environmental Administrator/City Planner will then determine whether a Negative Declaration should be issued or an EIR required. If an EIR is required, the Environmental Review Committee 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.

If an EIR is required, the report must be prepared, published and circulated for public review, and any comments received must be responded to before the project 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

Date Filed: _____

Environmental Fee Paid: _____

MAPS REQUIRED:

1. The project site and surrounding area within 1000-ft. from the project's property lines must be shown on an aerial map (less than 2-years old).
2. The project must be shown on a copy of a page or pages of a street map (i.e. Thomas Brothers Map). The project site must be labeled and the page numbers shown.

GENERAL INFORMATION:

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 (i.e., A-1-92, D-1-92, C-1-92, Z-1-92, S-1-92, T-1-92) and 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 _____ 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/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, whether covered): _____
- 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 larger project or series of projects: (How does it relate or conform 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 structure? _____ If so, how many aboveground 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 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, geo-technical 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:

Within 1/2 mile: _____
 - (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 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 (i.e., 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 _____



APPENDIX B

Required Plans and Information for Application Submittal

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 ZC 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
	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
	ENVIRONMENTAL INFORMATION APPLICATION (1-copy)		X	X	X
	DESCRIPTION AND JUSTIFICATION (1-copy)		X	X	X

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

APPLICANT

MAP NO. _____ SHEET 1 OF X SHEET(S)

TENTATIVE MAP NO. _____

SUBDIVISION NAME
FOR CONDOMINIUM PURPOSES
CITY OF OCEANSIDE, SAN DIEGO COUNTY,
CALIFORNIA

[] IF APPLICABLE
() IF NOT APPLICABLE, DELETE -- IF APPLICABLE, KEEP AND REMOVE PARENTHESIS

OWNERS CERTIFICATE
WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF OR ARE INTERESTED IN THE LANDS INCLUDED WITHIN THE SUBDIVISION MAP AND WE CONSENT TO THE PREPARATION AND THE FILING OF SAID MAP AND SUBDIVISION.
[CONDOMINIUM NOTE]
[DEDICATION NOTES]
[RESERVATIONS]

PARTY HAVING RECORD TITLE INTEREST
NAME _____ TITLE _____
SIGNATURE(S) OF BENEFICIARY(IES) OR TRUSTEE(S) UNDER DEED(S) OF TRUST (RECORD INFORMATION)
NAME _____ TITLE _____

NOTARY'S CERTIFICATE
STATE OF CALIFORNIA
COUNTY OF SAN DIEGO
ON _____ BEFORE ME, _____ PERSONALLY KNOWN TO ME TO BE THE PERSON(S) WHOSE IDENTIFICATION DOCUMENT(S) TO BE THE PERSON(S) WHOSE IDENTIFICATION DOCUMENT(S) I HAVE EXAMINED AND WHOSE SIGNATURE(S) I HAVE COMPARED TO THE SIGNATURE(S) ON THE INSTRUMENT, AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S) HAS/HAVE ACTED, EXECUTED THE INSTRUMENT, WITNESS MY HAND AND OFFICIAL SEAL.

THOROUGHFARE FEE DEFERMENT NOTE
PAYMENT OF THOROUGHFARE FEES AS REQUIRED BY CITY OF OCEANSIDE ORDINANCE NO. 90-30 IS HEREBY DEFERRED FOR EACH PARCEL CREATED HEREON UNTIL ISSUANCE OF A BUILDING PERMIT OR TRAFFIC SIGNAL FEE DEFERMENT NOTE SHALL BE BASED UPON THE ESTABLISHED RATE AT THE TIME THE FEE IS PAID.
TRAFFIC SIGNAL FEE DEFERMENT NOTE
PAYMENT OF TRAFFIC SIGNAL FEE AS REQUIRED BY CITY OF OCEANSIDE ORDINANCE NO. 90-30 IS HEREBY DEFERRED FOR EACH PARCEL CREATED HEREON UNTIL ISSUANCE OF A BUILDING PERMIT ON ANY SUCH PARCEL. THE AMOUNT SHALL BE BASED UPON THE ESTABLISHED RATE AT THE TIME THE FEE IS PAID.

LEGAL DESCRIPTION
GROSS ACRES
NUMBER OF LOTS
SUBDIVISION MAP GUARANTEE ISSUED BY _____ DATED _____
ORDER NO. _____, 200____
PLANNING COMMISSION RESOLUTION NO. _____ DATED _____

DECLARATION OF COVENANTS, CONDITIONS & RESTRICTIONS ON REAL PROPERTY
DECLARATION OF COVENANTS, CONDITIONS & RESTRICTIONS ON REAL PROPERTY HAS BEEN RECORDED IN THE OFFICE OF THE COUNTY RECORDER ON _____ AS DOCUMENT NO. _____

COVENANTS, CONDITIONS & RESTRICTIONS
COVENANTS, CONDITIONS & RESTRICTIONS AS REQUIRED BY SECTION 6645A(1) OF THE SUBDIVISION MAP ACT, THEIR SIGNATURES AND SEALS SHALL BE RECORDED IN THE OFFICE OF THE COUNTY RECORDER ON _____ AS DOCUMENT NO. _____

SIGNATURE OMISSION STATEMENT
THE SIGNATURE OF THE PARTIES LISTED BELOW OWNERS OF EASEMENTS PER DOCUMENTS NOTED BELOW HAVE BEEN OMITTED UNDER THE PROVISIONS OF SECTION 6645A, SUBSECTION (CALIFORNIA) OF THE SUBDIVISION MAP ACT, THEIR SIGNATURES AND SEALS SHALL BE RECORDED IN THE OFFICE OF THE COUNTY RECORDER ON _____ AND SAID SIGNATURES ARE NOT REQUIRED BY THE GOVERNING BODY.

1) _____ PAGE _____ PER DOCUMENT RECORDED IN BOOK _____ OF THE COUNTY OF OCEANSIDE. THE EXTENT OF SAID EASEMENT IS NOT DISCLOSED OF RECORD.

NAME AND ADDRESS OF FIRM PREPARING MAP

COUNTY TREASURER/TAX COLLECTOR AND DIRECTOR OF PUBLIC WORKS CERTIFICATE
I, _____ COUNTY TREASURER-TAX COLLECTOR OF THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, AND DIRECTOR, DEPARTMENT OF PUBLIC WORKS OF SAID COUNTY, HEREBY CERTIFY THAT THE MAP AND SUBDIVISION MAP GUARANTEE AND THE BOOKS OF OUR OFFICES, AGAINST THE TRACT OR SUBDIVISION OR ANY PART THEREOF SHOWN ON THE ANNEXED MAP AND DESCRIBED IN THE CAPTION THEREOF.

CLERK OF THE BOARD OF SUPERVISORS
I, _____ CLERK OF THE BOARD OF SUPERVISORS, HEREBY CERTIFY THAT THE PROVISIONS OF THE SUBDIVISION MAP ACT (DIVISION 2 TITLE 7 OF THE GOVERNMENT CODE) OF THE STATE OF CALIFORNIA, AS AMENDED BY CHAPTER 1000 (A) AND 1000 (B) OF THE GOVERNMENT CODE, CERTIFICATION OF THE ABSENCE OF LIENS FOR UNPAID STATE, COUNTY, MUNICIPAL OR LOCAL TAXES OR SPECIAL ASSESSMENTS COLLECTED AS TAXES EXCEPT THOSE NOT YET PAID, HAS BEEN COMPLETED WITH FOR THE PROPERTY WITHIN THE SUBDIVISION.

CITY TREASURER'S CERTIFICATE
I, _____ CITY TREASURER OF THE CITY OF OCEANSIDE, CALIFORNIA, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS OF MY OFFICE, THERE ARE NO LIENS AGAINST THE SUBDIVISION OR ANY PART THEREOF FOR UNPAID STATE, COUNTY, MUNICIPAL OR LOCAL TAXES OR SPECIAL ASSESSMENTS NOT YET PAYABLE, AND THAT ANY SPECIAL ASSESSMENTS OR BONDS, THE LAND OF WHICH IS DIVIDED BY SUBDIVISION LOT OR PARCEL LINE HAVE BEEN PAID IN FULL TO THE COUNTY OF OCEANSIDE, CALIFORNIA, WITH THE CLERK OF THE COUNTY BOARD OF SUPERVISORS.

CITY COUNCIL CERTIFICATE
THE CITY COUNCIL OF THE CITY OF OCEANSIDE, CALIFORNIA HEREBY APPROVES THE ANNEXED MAP AND THE SUBDIVISION MAP GUARANTEE AND CERTIFIES THAT THE PUBLIC UTILITIES AND RECORDS (RECORDS) STREETS SHOWN HEREON (ALL DEDICATIONS TO BE INCLUDED), BY ORDER OF THE CITY COUNCIL.
(NOTE: ACCEPTANCE CERTIFICATES FOR ALL DEDICATIONS MUST BE INCLUDED AND SHALL VOUCHER THE DEDICATION NOTES (SEE COM SECTION 3.11)).

CITY ATTORNEY'S STATEMENT
APPROVED AS TO FORM AFTER EXAMINATION OF THE ANNEXED MAP AND STATEMENT THEREON.
JOHN P. MULLEN
CITY ATTORNEY, CITY OF OCEANSIDE

CITY RECORDER'S CERTIFICATE
FILE NO. _____ DAY OF _____ 20____ AT _____ IN BOOK OF PARCEL MAPS AT PAGE _____ OF _____ COUNTY RECORDER
GREGORY J. SMITH
COUNTY RECORDER
FEE: \$ _____

ENGINEER'S (SURVEYOR'S) STATEMENT
THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF _____ OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED OR THAT THEY WILL BE SET IN THOSE POSITIONS BEFORE _____ THAT THE WORKING MEASUREMENTS WILL BE SUFFICIENT TO BUILD THE MAP AND SUBDIVISION MAP GUARANTEE AND THE FINAL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP.

CITY ENGINEER'S CERTIFICATE
I, _____ DAILY AUTHORIZED OFFICER OF THE CITY OF OCEANSIDE, CALIFORNIA, HEREBY CERTIFY THAT THE ANNEXED TENTATIVE MAP AND THE SUBDIVISION MAP AND THAT THE SUBDIVISION MAP IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP AND ANY APPROVED ALTERNATIONS/EXTENSIONS TO THE TENTATIVE MAP AND THAT THE SUBDIVISION MAP ACT AND CITY OF OCEANSIDE SUBDIVISION ORDINANCES APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLETED WITH, AND I AM SATISFIED THAT THIS MAP IS TECHNICALLY CORRECT.

CITY ENGINEER/PLANNING COMMISSION STATEMENT
I, _____ CITY ENGINEER U.S. 8620 EXPIRES 3-31-08
DATE _____
WE, THE UNDERSIGNED, HEREBY STATE THAT WE HAVE EXAMINED THE ANNEXED TENTATIVE MAP AND THE SUBDIVISION MAP AND WE FIND THE SAID SUBDIVISION SUITABLE FOR SUCH PURPOSES.

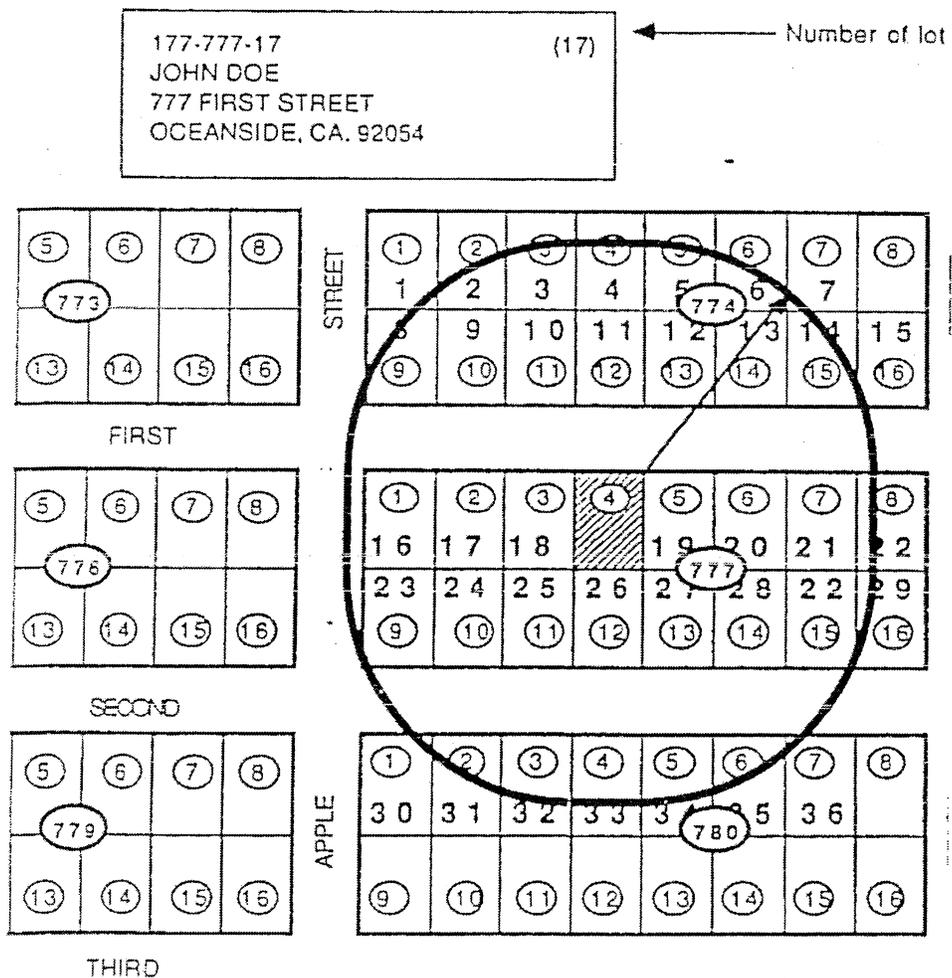
PLANNING COMMISSION STATEMENT
APPROVED BY THE PLANNING COMMISSION OF THE CITY OF OCEANSIDE, CALIFORNIA.
JERRY HITTLEMAN
SECRETARY, PLANNING COMMISSION
DATE _____
U.S. 8620 EXPIRES 3-31-08

CITY ATTORNEY'S STATEMENT
APPROVED AS TO FORM AFTER EXAMINATION OF THE ANNEXED MAP AND STATEMENT THEREON.
JOHN P. MULLEN
CITY ATTORNEY, CITY OF OCEANSIDE

CITY RECORDER'S CERTIFICATE
FILE NO. _____ DAY OF _____ 20____ AT _____ IN BOOK OF PARCEL MAPS AT PAGE _____ OF _____ COUNTY RECORDER
GREGORY J. SMITH
COUNTY RECORDER
FEE: \$ _____

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).



36"



NOTICE

OF PROJECT APPLICATION

2.5"

1.0"

PROJECT NAME: _____ (enter project name)

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

PROJECT DESCRIPTION: _____ (enter brief project description)

Each line of text to be 3/4"

24"

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)

Each line of text to be 1/2"

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
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
300 N. Coast Hwy.
Oceanside, CA 92054**



APPENDIX C

Entitlement Processing Fees and Neighborhood Notice Fees





Date: _____

City Of Oceanside
Community Development Department/ Planning Division

Received From: _____

Project Name/Number: _____
(Maximum 30 Characters)

Description	Fees*	Amt. Recd.
<i>General Plan Amendments</i> less than 10 acres 10 to 100 acres 100 acres or more	\$4,728 \$5,831 \$7,406	\$
<i>Zoning Amendments</i> less than 10 acres 10 to 100 acres 100 acres or more	\$3,801 \$5,874 \$7,600	\$
<i>Zoning Overlay/Specific Plan</i>	\$3,130	\$
<i>Conditional Use Permits</i>	\$1,828	\$
<i>Variance</i> Existing Single-Family All Other	\$ 369 \$2,946	\$
<i>Development Plan Review</i> less than 10 acres 10 to 100 acres 100 acres or more	\$2,897 \$3,861 \$4,828	\$
<i>Extension of Previously Approved Discretionary Projects</i>	50% of a new application	\$
<i>Revision or Amendment to Previously Approved Discretionary Projects</i>	50% of a new application	\$
<i>Sign Permits</i> Comprehensive Variance	\$1,215 \$1,215	\$
<i>Tentative Parcel Map</i> Residential Development Plan Base Fee Per Lot	\$1,293 \$ 72	\$
<i>Tentative Subdivision Map</i> Residential Development Plan Base Fee Per Lot	\$1,943 \$ 162	\$
<i>Development Agreement</i>	\$5,000 (Deposit)	\$
<i>Environmental Review Fees</i> Full Review Focused/Per Review Assessment, Clearance, and Negative Declaration	\$9,772 \$2,126 \$1,701	\$

Description	Fees*	Amt. Recd.
<i>Other Environmental Fees</i>		
Time Extension	\$1,044	\$
Street Vacation	\$ 425	
Certificate of Exemption	\$ 261	
<i>Coastal Development Permits</i>		
Regular Application	\$1,361	\$
Admin. Application	\$ 937	
<i>Street Name Assignment</i>	\$ 121 per street	\$
<i>Addresses</i>	\$ 10 per address	\$
<i>Substantial Conformity</i>	\$ 118	\$
<i>Appeal of City Planner's Decision</i>	\$ 675	\$
<i>Appeal of Planning Commission Decision to the City Council</i>	\$ 656 Fee payable to the City Clerk within 10 days of Commission's adoption of Resolution confirming action	\$
<i>General Plan Neighborhood Planning Areas Noticing Fee</i>	See attached fee schedule per noticed hearing	\$
General Plan Amendment Residential Projects (20+ units) Commercial Projects (5 acres or more) Hearing at City Council		
<i>Other public notification fees</i>	To be determined based on applicable notification radius and project location	\$

* NOTE: Fees are subject to periodic change

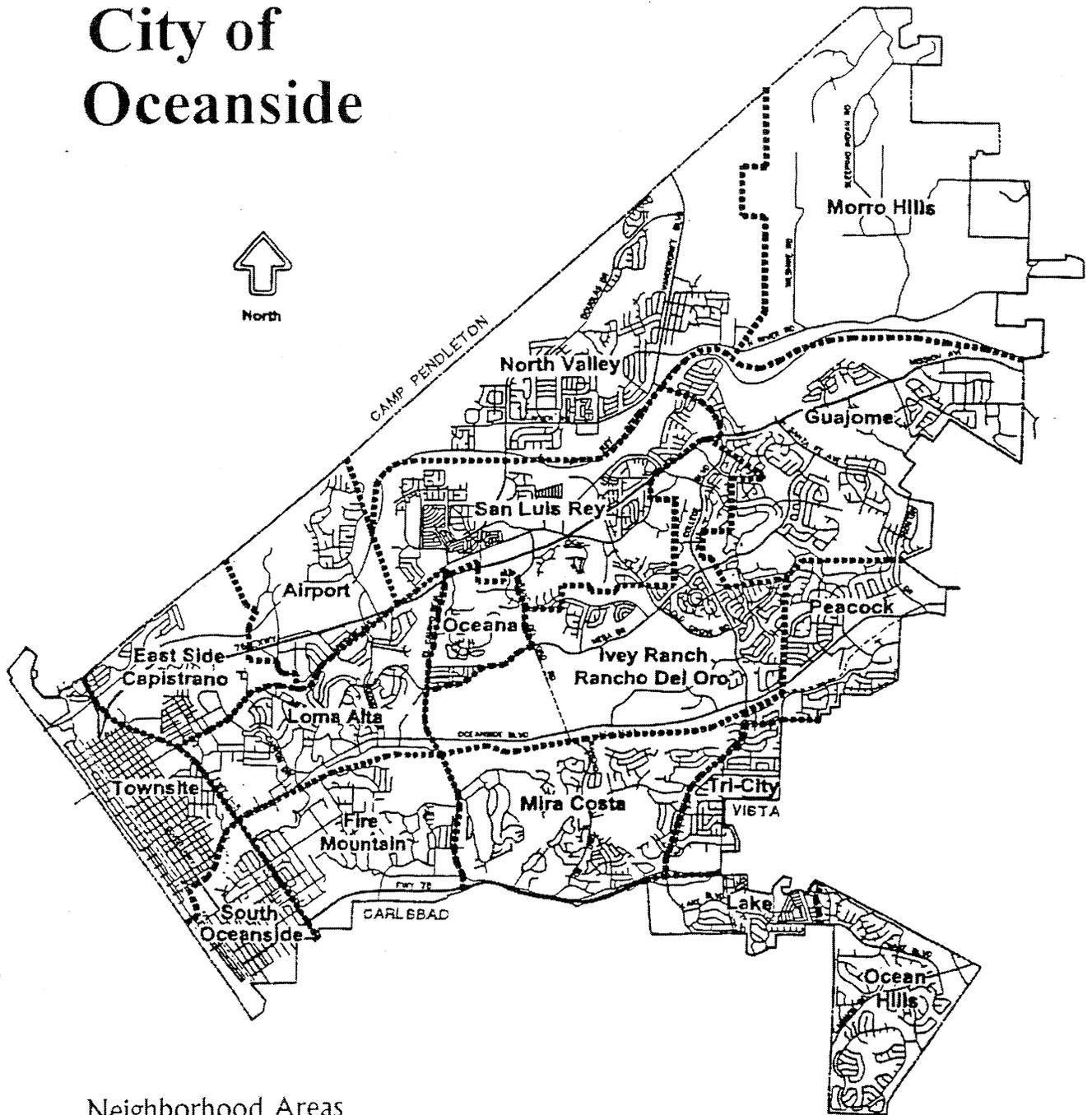
Effective May 14, 2007

**GENERAL PLAN NEIGHBORHOOD PLANNING AREAS
NOTICE COSTS (PER HEARING)**

NEIGHBORHOOD	COUNT	TOTAL COST
Airport	3,838	1,573.58
Eastside/Capistrano	4,796	1,966.36
Fire Mountain	3,601	1,476.41
Guajome	7,476	3,065.16
Ivey Ranch/Rancho Del Oro	6,666	2,733.06
Lake	2,561	1050.01
Loma Alta	6,642	2,723.22
MiraCosta	4,375	1,793.75
Morro Hills	1,306	535.46
North Valley	5,673	2,325.93
Oceana	2,111	865.51
Peacock	4,862	1,993.42
San Luis Rey	10,902	4,469.82
South Oceanside	3,494	1,432.54
Ocean Hills	3,671	1,505.11
Townsite	6,554	2,687.14
Tri-City	3,878	1,589.98

////

City of Oceanside

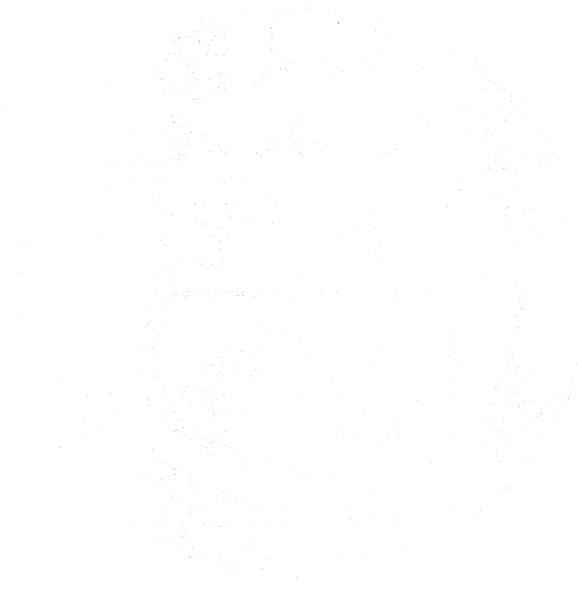


Neighborhood Areas
Within Community Plan Areas



APPENDIX D

Development Impact Fees





CITY OF OCEANSIDE
IMPACT FEES FOR NEW DEVELOPMENT
For information only, not intended to be a final calculation

<u>Description</u>	<u>Authority for Imposition</u>	<u>Current Estimate Fee or Calculation Formula</u>
Parkland Dedication/Fee	Ordinance No. 91-10 Resolution No. 06-R0334-1	\$3,503 per unit
Drainage Fee	Ordinance No. 85-23 Resolution No. 06-R0334-1	Depends on area (range is \$2,843-\$15,964 per acre)
Public Facility Fee	Ordinance No. 91-09 Resolution No. 06-R0334-1	\$.713 per square foot or \$713 per thousand square feet for non-residential uses and \$2,072 per unit for residential
School Facilities Mitigation Fee	Ordinance No. 91-34	\$.42 per square foot non-residential for Oceanside (\$.42 for Vista and Fallbrook) \$2.63 per square foot residential (\$2.63 for Vista; \$2.63 for Fallbrook)
Traffic Signal Fee	Ordinance No. 87-19 Resolution No. 06-R0334-1	\$15.71 per vehicle trip
Thoroughfare Fee (For commercial and industrial please note the .75 per cent discount)	Ordinance No. 83-01 Resolution No. 06-R0334-1	\$255 per vehicle trip (based on SANDAG trip generation table available from staff and from SANDAG)
Water System Buy-in Fees	Oceanside City Code §37.56.1 Resolution No. 87-96 Ordinance No. 05-OR 0611-1	Fee based on water meter size. Residential is typically \$3,746 per unit; Non-residential is \$19,967 for a 2" meter.
Wastewater System Buy-in fees	Oceanside City Code § 29.11.1 Resolution No. 87-97 Ordinance No. 05-OR 0610-1	Based on capacity or water meter size. Residential is typically \$4,587 per unit; Non-residential is \$24,444 for a 2" meter.
San Diego County Water Authority Capacity Fees	SDCWA Ordinance No. 2005-03	Based on meter size. Residential is typically \$4,154 per unit; Non-residential is \$21,599 for a 2" meter
Inclusionary housing in lieu fees— Residential only.	Chapter 14-C of the City Code	\$1,000 per development project + \$100 per unit plus \$10,275 per unit



APPENDIX E

Other Notices

APPLICANT NOTICE
CITY PARTICIPATION IN STATE NCCP
AND REGIONAL MHCP PROGRAMS

The City of Oceanside is participating in the California State Natural Communities Conservation Plan (NCCP) and the North San Diego Regional Multiple Habitat Conservation Plan (MHCP) programs. These programs represent a collaborative effort by local government and landowners which will result in regional plans to protect and preserve biological habitat and wildlife areas, while clarifying and assuring development allowances.

While these programs are ongoing, it is important to understand how proposed and approved development relates to wildlife resources. The City is obligated to monitor development, to assure that adequate biological assessments are done with development applications, and to forward this information to State and regional agencies. This is to be done within existing City application processing. To assure this and avoid problems or processing delays, as a project applicant, PLEASE MAKE SURE YOU DO THE FOLLOWING:

- **PRE-APPLICATION:** To avoid planning problems during project review, contact the City's Environmental staff to review significant issues, including whether wildlife/biological resources may be on your land or would be affected by your project. DO THIS BEFORE YOUR PROJECT IS FILED. City staff may have information to help determine if your land or project may have any wildlife concerns or would require a Biological Report. You are also encouraged to contact U.S. Fish and Wildlife Service staff, Carlsbad office, 431-9440 and California State Fish and Game staff, Long Beach office (310) 590-5113, regarding any wildlife or biological resource concerns prior to filing a formal development application.
- **PROJECT APPLICATION FORMS:** All environmental information forms need to be completed when you submit your application. Preliminary discussion with staff will help determine if a Biological Report is necessary for your project. Ask City staff if you need assistance in understanding any forms and what they ask for.

If you want more information on the NCCP and MHCP programs and the City's participation, please contact the Planning staff at (760) 435-3520. The Oceanside Draft MHCP is available on the website.

APPLICANT NOTICE
STORMWATER MITIGATION PLAN (SWMP) & RUNOFF ASSESSMENT REPORT (RAR)

SWMP applicability: All new development and significant redevelopment projects that fall into one of the following “priority project” categories are subject to SUSMP (Standard Urban Stormwater Mitigation Plan) requirements. In the instance where a project feature, such as a parking lot, falls into a priority project category, the entire project footprint is subject to these SUSMP requirements. These categories are:

- Residential development of 100 units or more.
- Residential development of 10 to 99 units.
- Commercial development greater than 100,000 square feet.
- Automotive repair shops.
- Restaurants.
- Hillside development (by definition in the SUSMP) greater than 5,000 square feet.
- Projects located within or directly adjacent to or discharging directly to an Environmentally Sensitive Area (where discharges from the development or redevelopment will enter receiving waters within the environmentally sensitive area), which either creates 2,500 square feet of impervious surface on a proposed project site or increases the area of imperviousness of a proposed project site to 10 percent or more of its naturally occurring condition.
- Parking Lots greater than 5,000 square feet or with greater than 15 parking spaces and potentially exposed to urban runoff.
- Streets, roads, highways, and freeways which would create a new paved surface that is 5,000 square feet or greater.

Limited Exclusion: Trenching and resurfacing work associated with utility projects are not considered priority projects. Parking lots, buildings and other structures associated with utility projects are subject to SUSMP requirements if one or more of the criteria for the above categories are met.

RAR applicability: Certain new developments and significant redevelopment projects that fall into one of the following categories are subject to RAR reporting requirements. In the instance where a project feature, such as a parking lot, falls into one of these categories, the entire project footprint is subject to these reporting requirements. These categories are:

- Residential developments from 5 to 9 units.
- Commercial developments (as identified per City Zoning Code), which would create or replace impervious area (i.e. concrete, asphalt, etc.) from 2,500 to 4,999 square feet.
- Industrial development (as identified per City Zoning Code), which would create or replace impervious area (i.e. concrete, asphalt, etc.) from 2,500 to 4,999 square feet.
- Parking lots from 5 to 14 parking spaces
- Agricultural activities, including nurseries

APPLICANT NOTICE
HYDROMODIFICATION MANAGEMENT PLAN (HMP)

The current Municipal Stormwater Permit which was issued by the California Regional Water Quality Control Board (RWQCB) requires the city of Oceanside to develop and implement a Hydro-modification Management Plan (HMP) to manage increases in runoff discharge rates and durations from all Priority Development Projects, where such increased rates and duration are likely to cause increased erosion of channel beds and banks, sediment pollutant generation, or other impacts to beneficial uses and stream habitats due to increased erosive force. The HMP will be incorporated into the local SUSMP (Standard Urban Stormwater Mitigation Plan) and implemented by the city within one year of adoption of the State Permit which is due by January 2008.

In addition, within one year of adoption of this permit, the city will develop and implement an updated SUSMP that defines minimum Low Impact development (LID) and Best Management Practices (BMPs) requirements to be incorporated into the city current SUSMP for application to Priority Development Projects.

Definitions of the items mentioned above follow:

Hydro-modification Management Plan (HMP): The change in the natural watershed hydrologic processes & runoff characteristics caused by urbanization or other land use changes that result in increased stream flows & sediment transport. In addition, alteration of stream & river channels, installation of dams & water impoundments & excessive stream bank & shoreline erosion are also considered hydro-modification, due to their disruption of natural watershed hydrologic processes

Standard Urban Stormwater Mitigation Plan (SUSMP): A plan developed to mitigate the impact of urban runoff from Priority Development Projects. Examples of Priority Development Projects are:

- Housing subdivision of 10 or more dwelling units
- Commercial & industrial development > 1 acre
- Automotive repair shops; Retail Gasoline Outlets
- Restaurants (SIC code 5812) >5,000 sq. ft.
- Environmentally Sensitive Areas (ESAs)
- Parking lots >5000 sq. ft.
- Hillside Development >5,000 sq. ft.

Low Impact Development (LID): A storm water management & land development strategy that emphasizes conservation & the use of on-site natural features integrated with engineered, small-scale hydrologic controls to more closely reflect pre-development hydrologic functions.

For further information please contact:

Mo. Lahsaie, Ph.D., REHS
Clean Water Program Coordinator /Water Utilities Department
300 North Coast Highway
Oceanside, CA 92054
Tel: (760) 435-5803 Fax:(760) 435-5814 E-MAIL: mlahsaie@ci.oceanside.ca.us

SUBJECT:
Enhanced Notification Program

POLICY NUMBER 300-14
ADOPTED 2-25-87
REVISED 2-14-90
REVISED 7-11-07

Advance Mail Notification and Expanded Public Hearing/Administrative Decision Mail Notification of Discretionary Entitlement Proposals (*)

It is the policy of the City Council that property owners and tenants residing within 1,500 feet from a project site shall be sent a notice via mail informing them of pending discretionary entitlement proposals (project entitlement case number, location and brief project description). Said notice shall be sent within 15 days from the project application submittal date and shall be in addition to any other notice required by the California Government Code or the City of Oceanside.

It is also the policy that the current 300-foot mail-notification radius to property owners shall be expanded to include property owners and tenants within 1,500 feet and shall be applicable to all mail notices including environmental processing notices (e.g., EIR Notice of Preparation/EIR Scoping Meetings, Notices of Availability, and pending decisions on Mitigated Negative Declarations). All costs associated with the advance and expanded noticing requirements shall be borne by the applicant and shall be set and periodically updated by the City Planner.

() This type of notification applies to all discretionary entitlement requests and excludes individual owners of time shares.*

Discretionary approvals for single-family projects shall comply with all requirements of this policy, but the notification distance shall be limited to 300 feet.

On-site Signage (**)

It is the policy of the City Council that a "NOTICE OF PROJECT APPLICATION" shall be posted by the applicant on the project site within 15 days following submittal of a formal application for discretionary entitlement(s) that require a public hearing. The sign shall remain on-site until the appeal period for the requested entitlement(s) has expired. The notice shall be designed in accordance with and shall include the information described in the City of Oceanside on-site sign design/text information exhibit on file with the City. A "Certificate of Posting" shall be submitted to the City within 24 hours of posting.

All project site notices shall comply with the following:

1. On sites less than 5 acres, notice signage shall be posted at the most publicly visible location on site, to the satisfaction of the City. On sites over 5 acres or with multiple public road frontages, a minimum of two

signs (one per street frontage) shall be posted, to the satisfaction of the City.

2. Sign material shall be durable enough to withstand the elements.
3. Signs shall be mounted to an existing building or secured to a ground-mounted pole with a minimum pole height of four (4) feet and a maximum pole height of six (6) feet.
4. Sign dimensions shall be two (2) feet in height and three (3) feet in width.
5. Sign color background shall be yellow.
6. All letter colors shall be black.
7. Letter font shall be Arial.
8. Letter heights for the notice shall be as shown on the City's on-site sign design/text information exhibit on file in the City.
9. Applicant or developer phrases or logos shall not be allowed.
10. Applicant shall obtain City approval of text, prior to posting.
11. Any removed or damaged notices shall be replaced within 5 days from receipt of such written notification by the City. Failure to replace removed or damaged signs shall cause processing of a development proposal to be suspended.

*(**) This type of notification does not apply to administrative discretionary entitlement requests.*

Neighborhood Planning Area Notification (***)

It is the policy of the City Council that residents within a neighborhood planning area shall be sent a letter-type notice of public hearings scheduled for all proposed Land Use Element General Plan Amendments within that neighborhood planning area to be heard by the Planning Commission, Community Development Commission, Harbor Board of Directors and City Council.

It is also the policy that residents within a neighborhood planning area shall be sent a letter-type notice of public hearings scheduled for the Planning Commission, Community Development Commission, Harbor Board of Directors, or City Council for applications located within that neighborhood planning area involving Specific Plans, Zone Changes, Tentative Maps and/or Developments Plans for all residential projects over 20 units, and for all commercial projects over 5 acres. Additionally, any of the above-noted projects which are appealed to or otherwise heard by the City Council

shall also be subject to the letter-type notice to the residents within that neighborhood planning area. Costs associated with the noticing requirements shall be borne by the applicant and shall be set and periodically updated by the City Planner.

The 17 Neighborhood Planning Areas as identified in the Adopted Land Use Element of the General Plan shall serve as the approximate boundaries for the Neighborhood Notification Program. It is recognized that these boundaries do not directly match bulk postal carrier zone routes but do serve as the best available approximation of notice boundaries.

*(***) This type of notification does not apply to administrative discretionary entitlement requests.*

Interested Party Notification List (****)

It is the policy of the City Council that a mail-notification list shall be created to include all parties, including neighborhood groups and homeowner associations, who request notification of all discretionary entitlement requests.

*(****) This type of notification applies to all discretionary entitlement requests.*

Web-Based Notification (*****)

It is the policy of the City Council that the application cover page of all discretionary entitlement requests shall be posted on the City's Web site within 15 days from the project application submittal date. All costs associated with the advance and expanded noticing requirements shall be borne by the applicant and shall be set and periodically updated by the City Planner.

*(*****) This type of notification applies to all discretionary entitlement requests.*

The failure of any persons or entity to receive notice given pursuant to this policy shall not constitute grounds for any court to invalidate the action(s) for which the notice was given. The provisions of this policy are directory in nature and shall not be deemed to create a mandatory duty the breach of which could result in liability to the City or to the officer or employee pursuant to state statute or other law. The failure to strictly observe this policy shall not affect the jurisdiction of the City Council or other applicable decision-making body from taking action on a matter for which the notice was given provided the City has complied with the noticing requirements of the California Government Code.

For purposes of this policy, "Administrative decision(s)" is defined as action(s) by the City Planner or Economic Development and Redevelopment Director on discretionary entitlement requests, as set forth in the City of Oceanside zoning ordinance.

Mixed Use Ordinance Ad Hoc Committee
LEGISLATIVE DRAFT
4/23/07

3042 Mixed-use Plans

- A. Any mixed-use development with commercial and residential land uses combined on one site requires the submission of a "Mixed-Use Development Plan" and Conditional Use Permit. Base District Regulations and Property Development Regulations for Residential Districts and Commercial Districts shall serve as the guideline for a mixed-use development. Any deviations from the development regulations shall be evaluated based upon the merits of the development plan. In addition, the "Mixed-Use Development Plan" is subject to the following requirements.

Specific Purposes

The specific purposes of the Mixed-Use Plan are to:

- A. Establish a procedure for the development of parcels as pedestrian friendly a mixed-use development neighborhoods, or districts where, if possible, jobs are located near housing.
- B. Ensure orderly and thorough planning and review procedures that will result in quality urban design.
- C. Encourage the fine grained mix of land uses that foster pedestrian activity, reduce automobile trips and incorporate the maximum number destinations (work, shopping, recreation etc.) one has to access on a daily basis within ¼ mile (5 minute walk) from home. ~~variety and avoid monotony in developments by allowing greater freedom in selecting the means to provide access, light, open space, and amenities.~~
- D. Provide a mechanism whereby the City may authorize desirable developments consistent with the General Plan without inviting speculative rezoning applications, ~~which, if granted, often could deprive other owners of development opportunities without resulting in construction of the proposed facilities.~~
- E. Encourage the preservation of serviceable existing structures of historic value or artistic merit by providing the opportunity to use them imaginatively for purposes other than that for which they were originally intended.
- F. Encourage the assembly of properties that might otherwise be developed in unrelated increments to the detriment of surrounding neighborhoods.

- G. Encourage development of plans with specialized open space in the form of squares, greens, and parks whose frequent use is encouraged through placement and design.
- H. Provide a community design that conserves resources and minimizes waste.
- I. Ensure that developments provide for the efficient use of water through the use of natural drainage, drought tolerant landscaping, and recycling.
- J. Enhance community character and increase opportunities to revitalize older commercial corridors.
- K. Encourage new housing and innovative retail that is less automobile dependent.

Land Use Regulations

No use, other than a use existing at the time of establishment of a Mixed-Use Plan, shall be permitted in a Mixed-Use Plan except in accord with a Mixed-use Plan. Any permitted or conditional use authorized by this ordinance may be included in an approved Mixed-Use Plan, consistent with the underlying General Plan land use designation(s).

Development Regulations

- A. Minimum Area. The area of a Mixed-Use Plan shall be ~~1-~~ acre 20,000 square feet. However, smaller sites may be approved if found to meet the intent and purposes of a Mixed-Use Plan.
- B. Residential Unit Density. Residential unit types included in a Mixed-Use Plan shall not exceed ~~29~~ 25 dwelling units per net acre for the total area of parcels designated for mixed-use and 50% of the total floor to area ratio.
- C. Performance Standards. The performance standards prescribed by Section 3024 shall apply.
- D. Design. The Mixed-Use Plan shall be an integrated plan. Uses shall be placed as to share parking, traffic circulation, open space etc.
- E. Other Development Regulations. Other development regulations shall be as prescribed by the Mixed-Use Plan. The development standards of an existing overlay district may be modified by the Mixed-Use Plan if demonstrated to promote superior design.

Initiation

A Mixed-Use Plan shall be initiated by a property owner or authorized agent. If the property is not under a single ownership, all owners shall join in the application, and a map showing the extent of ownerships shall be submitted with concept plans and materials.

Required Plans and Materials

An application for a Mixed-Use Plan shall include a Mixed Use Development Plan incorporating the materials required for design review by Article 43. The Planning Director also may require one or more of the following items, based on the type, location, and potential impacts of proposed development:

- A. A map showing proposed plan boundaries and the relationship of the district to uses and structures within a 300-foot radius of the district boundaries.
- B. A map or aerial photo of the proposed plan and 100 feet beyond its boundary showing sufficient topographic data to indicate clearly the character of the terrain; the type, location, and condition of mature trees and other natural vegetation; and the location of existing development.
- C. The proposed pattern of land use, with acreage and residential density computations.
- D. The proposed street and lot pattern.
- E. Any other informational items deemed necessary by the Planning Director in order to fully analyze and review the proposed development.

Planning Commission Action

The Planning Commission shall consider an application for Mixed-Use Plan and Mixed-Use Development Plan accompanying the application. The Planning Commission may approve, approve with conditions or deny a proposed Mixed-Use Development Plan.

- A. Required Findings. The Planning Commission may approve or conditionally approve a Mixed-Use Plan and a Mixed-Use Development Plan, upon finding that:
 1. The Mixed-Use Development Plan is consistent with the adopted Land Use Element of the General Plan and other applicable policies and are compatible with surrounding development;
 2. The Mixed-Use Development Plan will enhance the

potential for superior urban design in comparison with the development under the base district regulations that would apply if they were not approved;

3. Deviations from the base district regulations that otherwise would apply are justified by compensating benefits of the Mixed-Use Development Plan; and
4. The Mixed-Use Plan and Mixed-Use Development Plan includes adequate provisions for utilities, services, and emergency vehicle access; and public service demands will not exceed the capacity of existing and planned systems.

Status of Mixed-Use Plan and Mixed-Use Development Plan

- A. Effective Date. A Mixed-Use Plan and Mixed-Use Development Plan shall be effective on the date of their approval.
- B. Lapse of Approvals. A Mixed-Use Plan and Mixed-Use Development Plan shall expire two years after the effective date of approval or conditional approval unless:
 1. A grading permit has been issued and grading has been substantially completed and/or a building permit has been issued and construction diligently pursued; or
 2. An occupancy permit has been issued; or
 3. The approval is extended; or
 4. In cases where a Mixed-Use Plan and Mixed-Use Development Plan is approved concurrently with a Tentative Map, and a Final Map or Parcel Map is recorded, the Mixed-use Plan and Mixed-Use Development Plan shall be effective for an additional 24 months from the date of recordation of the Final Map or Parcel Map.

An approved Mixed-Use Plan and Mixed-Use Development Plan may specify a development staging program exceeding two years, provided the development staging program is reviewed and approved by the Planning Commission as a part of the Mixed-Use Plan and Mixed-Use Development Plan.

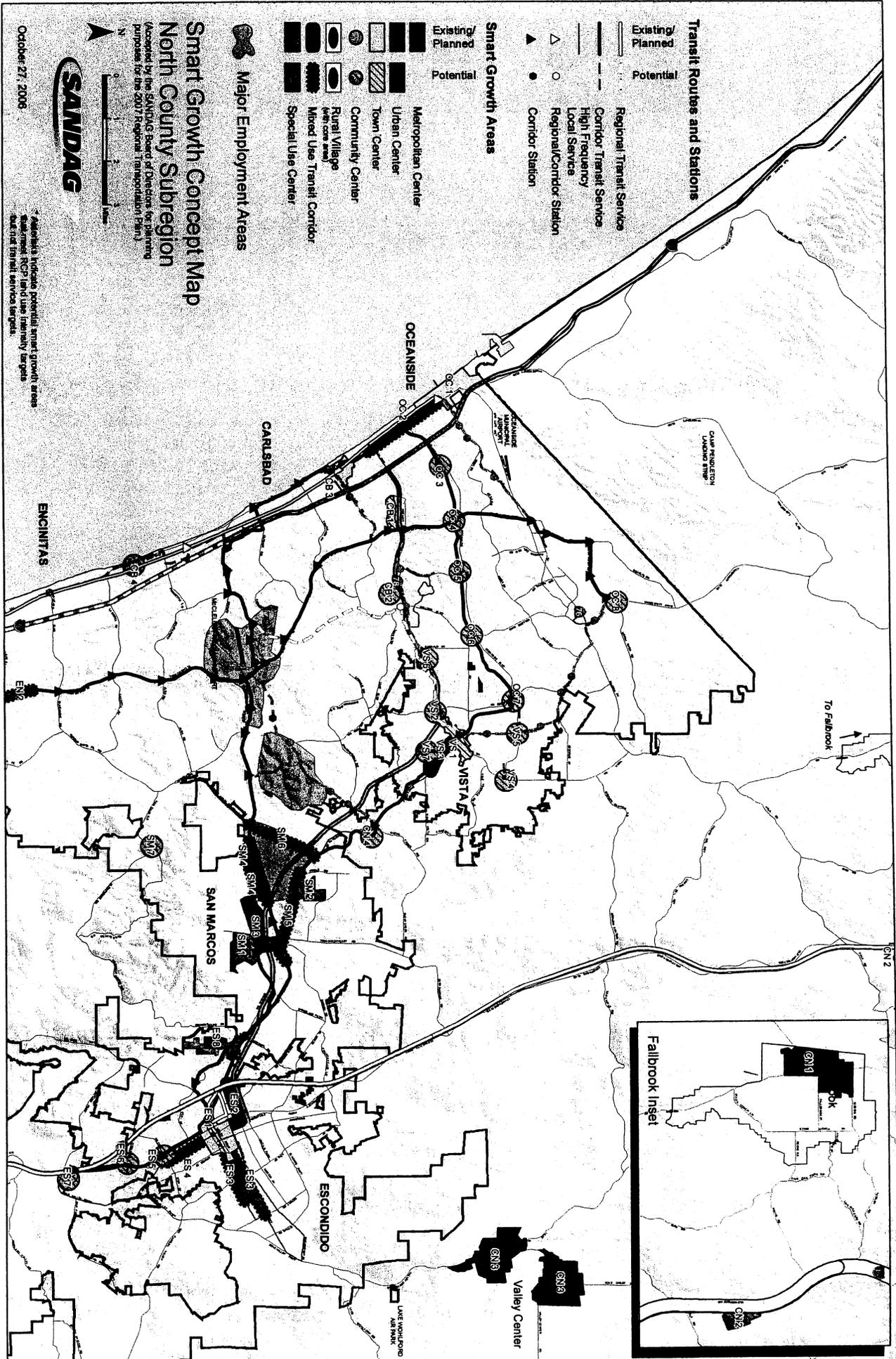
- C. Time Extension. The Commission may extend a Mixed-Use Plan and Mixed-Use Development Plan for a period or periods not to exceed a total of three years, if it

finds the time extension is consistent with the purposes of this Article. Application for a time extension shall be made in writing to the Planning Director not less than 30 days or more than 90 days prior to expiration. Denial of a request for time extension of a Mixed-Use Plan and Mixed-Use Development Plan may be appealed using the procedures as prescribed in Article 46.

- D. Changed Plans. A request for changes in conditions of approval of a Mixed-Use Plan and Mixed-Use Development Plan, or a change to the Mixed-Use Plan and Mixed Use Development Plan that would affect a condition of approval, shall be treated as a new application. The Planning Director may waive the requirement for a new application if the changes requested are minor, do not involve substantial alterations or addition to the plan or the conditions of approval, and are consistent with the intent of the project's approval or otherwise found to be in substantial conformance. An application for approval of a new Mixed-Use Plan and Mixed-Use Development Plan or for a revision of a Mixed-Use Plan and Mixed-Use Development Plan shall be considered by the Planning Commission at a public hearing with notice given as prescribed for a Development Plan in Article 43.

Building Permits

Proposed structures or alterations must be consistent with the adopted Mixed-Use Plan and the Mixed-Use Development Plan for the issuance of building permits.



CITY OF OCEANSIDE
 PLANNING DEPARTMENT
COMMUNITY DEVELOPMENT DEPARTMENT

Approved by Planning Commission
 November 21, 1994 and approved
 by City Council December 7, 1994.
 Re-affirmed by Planning Commission
 June 21, 2000, revised on April 9,
2007 and by the City Council on
2007.

GUIDELINES FOR DETERMINING FINDINGS OF SUBSTANTIAL CONFORMANCE

Substantial Conformance findings for previously approved discretionary projects is a privilege. The expectation and goal of the staff, the general public, the Planning Commission and the City Council is to ensure that all facets of information and representations made in the initial discretionary (public hearing) review and approval process is fully and completely implemented through construction and final occupancy of every project in the City. The overriding goal is to attain the highest quality project consistent with the terms, conditions and assumptions that surrounded the initial discretionary review process. To this end, it is the responsibility of the project applicant to provide sufficient detailed planning, engineering and building design information prior to the discretionary review process in order to avoid changes.

In recognition of situations wherein the preparation of final engineering drawings (rough and precise grading plans, improvement plan, landscape plans and final maps), and/or final architectural building plans presents a possible change in certain aspects of the initial discretionary approval such changes shall either be considered as a revised project requiring a new discretionary hearing process or as a substantial conformity request.

The following presents basic guidelines for staff to utilize in making the initial determination whether a requested change is eligible for conformity consideration and if so whether the request should be granted or denied. The basic underlying assumptions in considering any change are as follows:

1. That the request does not represent a change in any aspect of the project's original discretionary approval that was considered essential to the project's overall design, quality, safety or function.
2. That the request represents and upgrade in overall design features and/or materials which additionally maintains or improves upon the project's original compatibility with the surrounding neighborhood.

Notice of Applications for Findings of Substantial Conformity requests submitted to the Planning Department for consideration and approval by the City Planner will be placed on the Planning Commission agenda as an informational item.

The following examples shall be used to determine whether a project may be considered for a finding of substantial conformance or whether a revision (new public hearing) to a previously approved project shall be required. Additionally, City Council Policy No. 300-16 requires that approval by the existing Homeowners Association Board is a prerequisite to the filing of a request for consideration of substantial conformance. Substantially conformed approvals are considered valid for site plan items when a grading permit is issued and for architectural items when a building permit is issued.

A FINDING OF SUBSTANTIAL CONFORMANCE MAY BE MADE IF:

1. No project condition, representation, feature, facility or amenity is changed or deleted that had been considered essential to the project's design, quality, safety or function.

A REVISION TO A PREVIOUSLY APPROVED PROJECT SHALL BE REQUIRED IF:

1. Any project condition representation, feature, facility or amenity is changed or deleted that had been considered essential to the project's design, quality, safety or function.

In determining what had been considered essential, staff shall review the application, staff report, the Planning Commission and City Council minutes of the original project approval as well as any intervening ordinance or Council policy changes that may bear on the requested change.

SUBSTANTIAL CONFORMITY

2. The square footage of each residential floor plan is decreased by no more than 10%.

The residential unit mix is redistributed by no more than 20% of the overall unit total; ~~however, the change in unit mix cannot substantially alter the unit distribution presented under the projects' approval.~~

3. The roofing material is changed from composition tile to either wood shingle or ceramic or concrete tile. Roofing material should not be reduced in durability, quality or appearance.
4. Flat roof is changed to a pitched roof, provided that view sheds from surrounding properties or public roads are not adversely impacted.
5. Exterior wall material is changed from plain stucco to wood siding or decorative block. Additional wood trim is introduced.

NEW HEARING

2. The square footage of any residential floor plan is decreased by more than 10%.

The residential unit mix is redistributed by more than 20% of the overall unit total. ~~The change in unit mix substantially alters the unit distribution presented under the projects' approval.~~

3. The roofing material is changed from **flat to a hi-gloss finish or from a** more durable material to a thinner or other material which represents a reduction in durability, quality or appearance.
4. Pitched roof is changed to flat roof.
5. Exterior wall material is changed from wood siding or decorative block to plain stucco. Wood trim or other decorative features are substantially reduced.

SUBSTANTIAL CONFORMITY

6. The siting of a building is changed without reducing **approved building setbacks or** private or common open spaces **by more than 10 percent** or without lessening the privacy of living units or the quality of outdoor private living areas or common open space areas and which has no essential impact on surrounding property owners.
7. Changes in phasing plans which are not in conflict with any condition which had been considered essential at the time of approval.
8. Changes in the grading plan which do not reduce natural areas, or create retaining walls greater than 4 feet in exposed height.
9. Changes in grading plans raising or lowering pad elevations **between 1 foot and up to a** ~~by a~~ maximum of **3 2** feet in a project, if these changes have no essential impact on surrounding property owners.
10. Changes in grading quantities of less than 10% that would not result in additional import or export of material to or from the project site.
11. Elimination of no more than 10% of the units or subdivision lots.
12. Change in the configuration or geometrics of any street or accessway-intersection if such change does not negatively impact adjacent properties, connections with existing planned streets, or the circulation system in general **or public safety.**

NEW HEARING

6. The siting of a building is changed **by more than 10 percent of approved setbacks** causing substantial reduction of private or common open space or substantially lessening the privacy of living units or the quality of outdoor private areas or common open space areas and which may negatively impact surrounding property owners.
7. Changes in phasing plans which are in conflict with any condition which had been considered essential at the time of approval.
8. Changes in the grading plan which does reduce natural areas, creates new retaining walls greater than 4 feet in exposed height.
9. Changes in grading plans raising or lowering any pad elevation by more than **3 2** feet or changes in pad elevation that will have an impact on surrounding owners or land uses.
10. Changes in grading quantities of greater than 10% that would result in additional import or export of material to or from the project site.
11. Elimination of more than 10% of the units or subdivision lots.
12. Change in the general location or direction of any street, or accessway.

SUBSTANTIAL CONFORMITY

- 13. Changes in floor plans and elevations which are substantially in conformance with originally approved plans and elevations and which represents an upgrade in design features and/or materials and which maintains or improves upon the project's original compatibility with the surrounding neighborhood.
- 14. Re-orientation of lots, i.e. shift in frontage on corner lots which has no essential impact upon the project or surrounding property owners **or negatively affects public safety.**
- 15. N/A
- 16. The square footage of any non-residential building is increased or decreased while maintaining all development requirements and policies applicable to the approved project. The increase or decrease in square footage shall not in any way substantially change the basic intent and assumptions made under the projects' discretionary approval nor impact surrounding land uses.
- 17. The siting of a non-residential building or group of buildings is changed which causes no substantial alternation to the external or internal vehicular circulation or parking pattern and/or pedestrian pathways/plaza areas and which has no essential impact on surrounding property owners or upon the flow on the public street system.

NEW HEARING

- 13. Changes in floor plans and elevations which are not in substantial conformance with originally approved plans and elevations and which do not represent an upgrade in design features and/or materials and which does not maintain or improve upon the project's original compatibility with the surrounding neighborhood.
- 14. N/A
- 15. Changes in street status from private to public or public to private.
- 16. The square footage of any non-residential building is increased or decreased and will have an impact on surrounding land uses or will not meet all applicable development requirements and policies or will substantially change the basic intent and assumptions made under the projects' discretionary approval nor impact surrounding land uses.
- 17. The siting of a non-residential building or group of buildings which does cause a substantial alteration to the external or internal vehicular circulation or parking pattern and/or pedestrian pathways/plaza areas or which may have an essential impact on surrounding property owners or on the flow of the public street system.

SUBJECT:

**Homeowners Association Review of
Requests for Substantial Conformity Findings**

**POLICY NUMBER 300-16
ADOPTED 10-28-87**

It is the policy of the City Council that when the developer or owner requests, through the City's regular Substantial Conformity procedures, a change to a previously approved and partially occupied residential airspace condominium, townhouse, or single family project, the developer or owner shall provide to the City in conjunction with the Substantial Conformity request, written evidence that the Homeowners Association Board has reviewed and approved the requested change.

For purposes of this policy, Substantial Conformity requests are generally limited to the following types of changes:

1. Minor changes in the buildings of such items as architectural design, colors, materials or size.
2. Minor changes in the landscaping either in the amounts, overall planting concept or the irrigation.
3. Minor changes in the site such as re-design or re-location of such items as sidewalks, curbs, gutters, trails, etc.
4. Minor changes to the amount, location, design or theme of the recreation facilities and common open space.
5. Minor changes to the number of units or the amount of parking available.

If approval from a Homeowners Association Board is not received, the developer or owner would have to file an application for a Planning Commission public hearing to consider the change as a formal amendment to the prior project approval.