

## PLAN & SUBMITTAL REQUIREMENTS

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

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

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

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

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	Distance from structures and setbacks of proposed structures to PL		X		X
	Location of 100-year floodway, floodplain lines and zone designation	X	X	X	X
	Conceptual grading plans with topography using <b>NAVD 88</b> datum and amount of grading		X	X	X

	<b>FLOOR PLANS</b> (12 copies– 8 copies last submittal, <b>FOLDED</b> or in PDF for electronic submittals)		X		X
	Date of preparation		X		X
	Name, address and phone number of applicant		X		X
	Project title and address of project		X		X
	Scale (e.g. 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
	<b>ELEVATIONS</b> (12 copies– 8 copies last submittal, <b>FOLDED</b> or in PDF for electronic submittals)		X		X
	Date of preparation		X		X
	Name, address and phone number of applicant		X		X
	Project title and address of project		X		X
	Scale (e.g. 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
	<b>ROOF PLANS</b> (12 copies– 8 copies last submittal, <b>FOLDED</b> or in PDF for electronic submittals)		X		X
	Date of preparation		X		X
	Name, address and phone number of applicant		X		X
	Project title and address of project		X		X
	Scale (e.g. 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
	<b>COLORS &amp; MATERIALS BOARD</b> (1-board)		X		X
	Colored chips and samples of all building materials on 8½" x 11" board.		X		X
	<b>PHOTOGRAPHS</b> (1-set)	X	X	X	X
	Photographs with the direction clearly labeled of all existing building elevations and views of the property from adjacent streets and properties.	X	X	X	X

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	A digital copy (on CD) of the submitted photographs in jpeg format	X	X	X	X
	<b>ENVIRONMENTAL INFORMATION APPLICATION (1-copy)</b>		X	X	X
	<b>PROPERTY TITLE REPORT &amp; LEGAL DESCRIPTION</b>	X	X	X	X
	<b>RADIUS MAP AND MAILING ADDRESSES IN EXCEL FORMAT</b>	X	X	X	X
	<b>NOTICE OF PROJECT APPLICATION YELLOW SIGN &amp; CERTIFICATION OF POSTING (within 15 days of submittal)</b>	X	X	X	X
	<b>DESCRIPTION AND JUSTIFICATION LETTER (1-copy)</b>		X	X	X
	<b>LANDSCAPING PLANS</b> (12 copies– 8 copies last submittal, <b>FOLDED</b> or in PDF for electronic submittals)		X		X
	Size, type, spacing and location of all plant materials		X		X
	Location and size of planters		X		X
	Existing trees on site and in parkways		X		X
	<b>TENTATIVE MAPS</b> (12 copies– 8 copies last submittal, <b>folded</b> or in PDF for electronic submittals)- USE <b>NAVD88</b>			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
	<b>SLOPE ANALYSIS</b> ( 3-copies)		X	X	X
	(Per Oceanside Code Section 3039)		X	X	X
	<b>REDUCTIONS OF ALL PLANS (1-copy)</b>	X	X	X	X
	<b>ALL APPLICABLE APPLICATION FEES</b>				
	<b>REPORTS</b> (3-copies - Geotechnical, Pavement Evaluation, Hydrology, Traffic, Biology, Paleontology, Archeology, Cultural, SWQMP, if applicable and 1-digital copy on CD)		X	X	X