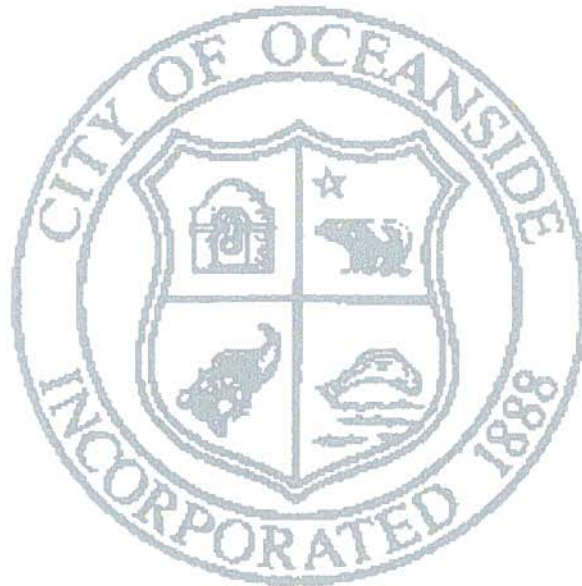




APPENDIX A

Entitlement and Environmental Review Applications and Standard Urban Storm Water Mitigation Plan (SUSMP) Requirements





Application for Discretionary Permit

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

STAFF USE ONLY

ACCEPTED	BY
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Please Print or Type All Information

HEARING

PART I – APPLICANT INFORMATION

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

PART II – PROPERTY DESCRIPTION

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

PART III – PROJECT DESCRIPTION

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

PART IV – ATTACHMENTS

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

PART V – SIGNATURES

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

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

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

PART I – APPLICANT INFORMATION

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

PART II – PROPERTY DESCRIPTION

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

PART III – PROJECT DESCRIPTION

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

PART IV – ATTACHMENTS

ATTACHMENTS 26 THROUGH 34 MUST BE SUBMITTED WITH ALL APPLICATIONS.

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

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

- (a) That the site plan and physical design of the project as proposed is consistent with the purposes of the Zoning Ordinance;
- (b) That the Development Plan as proposed conforms to the General Plan of the City;
- (c) That the area covered by the Development Plan can be adequately, reasonably and conveniently served by existing and planned public services, utilities and public facilities;
- (d) That the project as proposed is compatible with existing and potential development on adjoining properties or in the surrounding neighborhood.;
- (e) That the site plan and physical design of the project is consistent with the policies contained within Section 1.24 and 1.25 of the Land Use Element of the General Plan, the Development Guidelines for 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.
27. **Legal Description:** A complete legal description of all the property involved is required. This can usually be obtained from the deed to the property or from a title company. A metes-and-bounds legal description or recorded map information is required for each parcel or area on which a Zone Change is being made or a recorded map. This document is separate from the title reports.
28. **Title Report:** Less than 12 months old.
29. **Notification Map and Labels:** Pursuant to City Council Policy 300-14, mailing labels for each individual property owner and tenant is required. The labels must be keyed to the mail notification radius map. Detailed instructions and a sample map are included with this application form. On the mailing labels please include your name, the representative's name and the names of other interested parties. All projects submittals should include one hardcopy of all required mailing labels (with total number of labels denoted); one electronic format CD of the mailing labels preferably in excel format; one hardcopy printout of all addresses with radius map; and the applicable fees submitted. Mailing labels should be updated anytime a six month period has passed.
30. **Environmental Information Form:** All applications must include an environmental assessment to meet the requirements of the California Environmental Quality Act of 1970. Separate forms for this assessment are attached to this application. Please complete the following instructions on those forms.
31. **Plot Plans :** (20 copies required, -15 copies with final submittal - and 8 1/2 " X 11" reductions of all plans submitted). The plot plan must be sufficiently detailed to allow all reviewing City departments and other agencies to evaluate all the physical aspects of your project without additional information. Include the information as specified on the attached checklist. (Folded to 8 1/2" X 13" size or similar).
32. **Floor Plans and Elevations:** (20 copies required -15 copies with final submittal - and 8 1/2 " X 11" reductions of all plans submitted). The floor plans shall detail the proposed uses and indicate exterior wall openings and be fully dimensioned. All elevations must indicate the type and color(s) of all exterior materials and architectural features, showing all exterior wall openings. (NOTE: application will not be accepted unless ALL plans are folded to a size smaller than 8" 1/2" X 14").
33. **Certification of Posting:** Pursuant to City Council Policy 300-14, the "Certification of Posting" must be returned to the Planning Division within 24 hours of posting the on site notice of project application sign.
34. **Other:** This attachment would include any other information, which the City of Oceanside may need to evaluate your project. This might include reports, drawings of proposed signs, marketing information, photographs, renderings, etc. Specific new and redevelopment projects must include an urban runoff threat assessment to meet the requirements of the California Regional Water Quality Control Board Order 2001-01. Separate forms for this assessment are attached to this application.

PART V – SIGNATURES

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

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

**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 Categorically 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 Categorically 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:

 - (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 _____



City of Oceanside

Applicability of Standard Urban Storm Water Mitigation Plan (SUSMP) Requirements

Prior to project submittal, all project applications require a formal SUSMP Determination. The SUSMP Determination demonstrates to the San Diego RWQCB that each project receives a consistent review and enables the City to comply with Board requirements to document project categorization.

Formal SUSMP determination submittals are distributed to Storm Water Development Review Staff. At a minimum the following documents are necessary to support a determination:

- Completed, site specific Storm Water Quality Assessment form (available on the City Engineering webpage www.ci.oceanside.ca.us).
- Supporting Plans (Site Plan, Development Plan, Plot Plan, Tentative Map, and etc.).
- Project Description and Justification.

Upon receipt of a complete submittal package, Storm Water Development Review Staff will review the project to determine applicability of State and City storm water regulations. Applicants will receive a formal SUSMP Determination; categorizing the project as one of the following:

- Projects not subject to SUSMP Treatment requirements (Exempt Projects).
- Standard Development Projects (SDPs).
- Priority Development Projects (PDPs).

Applicants may obtain information and forms by visiting the City of Oceanside – Engineering Division webpage www.ci.oceanside.ca.us or by contacting Development Services Staff at 760-435-4373. Staff is available to answer questions and provide assistance.

A Storm Water Mitigation Plan (SWMP) shall be submitted as part of the initial project application submittal, unless City staff has determined the project to be exempt.