



**CITY OF ESCONDIDO**  
**Planning Division**  
**201 North Broadway**  
**Escondido, CA 92025-2798**  
**(760) 839-4671**  
**Fax: (760) 839-4313**

FOR INTERNAL USE ONLY	
Case No.:	_____
<input type="checkbox"/> Major	<input type="checkbox"/> Minor
Date Received:	_____
Fee:	_____
Receipt No.:	_____
Rec'd By:	_____
Related Cases:	_____

**PLOT PLAN APPLICATION**

**APPLICANT/CONTACT PERSON**

Name (Print): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**OWNER** (If multiple owners/addresses, attach additional sheets as necessary.)

Name (Print): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 (authorizing applicant to submit application)

**SITE INFORMATION**

Address: \_\_\_\_\_  
 Assessor Parcel No.: \_\_\_\_\_  
 Property Size: \_\_\_\_\_  
 Building Size: Existing: \_\_\_\_\_  
                           Proposed: \_\_\_\_\_  
 General Plan Designation: \_\_\_\_\_  
 Tier/Neighborhood: \_\_\_\_\_  
 Zone: \_\_\_\_\_  
 Overlay Zone: \_\_\_\_\_  
 Environmental Status: \_\_\_\_\_  
 Project Description and Intended Uses: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ARCHITECT/ENGINEER**

Name (Print): \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Registration/License No.: \_\_\_\_\_  
 Signature: \_\_\_\_\_

## PLOT PLAN REVIEW

The Plot Plan Review process is required for all buildings or developments containing two or more dwelling units, all office, commercial and industrial developments (regardless of size) and for changes of use which would require additional off-street parking. Plot Plan Review is not required for residential development created by a Planned Development or Residential Subdivision of single-family lots.

A Plot Plan application shall be submitted to the Director of Community Development through the Planning Division. Prior to submittal of a Plot Plan application, a pre-application meeting with a member of the Planning staff will be necessary in order to answer any questions and to ensure that the application will be completed as required. Appointments for a pre-application meeting can be scheduled by contacting the Planning Division at (760) 839-4671.

### Submittal Requirements

1. Completed and signed [application form](#).
2. Copy of Grant Deed.
3. Copy of a current Preliminary Title Report, including complete legal description (within the last six months).
4. Ten (10) copies each of the site plan, floor plans, building elevations, roof plans and landscape plans for the proposed development. Plans are to be drawn on 24" x 36" paper (maximum size), collated into sets and folded to 8½" x 11". **Plans for nonexempt structures shall be prepared by, or under the supervision of, a licensed design professional.**

The site plan shall be drawn to scale and should include:

- a. North arrow, graphic bar scale and project site address.
- b. Description, type of development, the name of the owner or developer, lot area, lot coverage (in square footage and percent), number of dwelling units (if a residential project), and a description (1-bedroom, 2-bedroom, etc.) and the existing zoning of the property.
- c. Exterior boundaries of subject property with property dimensions and bearings.
- d. Location and dimensions of existing and proposed structures (note whether to remain or to be removed and the type and use).
- e. Location, design, and dimensions of proposed parking facilities, landscaping, driveways, and open spaces, including:
  - (1) A "typical" parking space dimensioned for standard, handicapped and compact, as applicable.
  - (2) Numbering of all parking spaces numbered and total number of spaces noted.
  - (3) Ingress and egress to include all private drives.
  - (4) Dimensions of all driveways, back-ups, turn-around areas, setbacks.
  - (5) Dimension width of planter and landscape areas.
  - (6) Loading facilities (docks or striped areas reserved for loading/unloading).

- (7) Lighting locations (note if bollards or light standards, and note height).
- (8) Trash collection stations, size, access and dimensions of driveways.
- f. Location and dimensions of existing and future streets and rights-of-way and existing and proposed improvements, including (but not limited to):
  - (1) Rights-of-way.
  - (2) Distance from property line to centerline of the right-of-way.
  - (3) Street and alley widths.
  - (4) Intersections.
  - (5) Size and location of existing and proposed sidewalks and curb cuts.
  - (6) Proposed street widening.
  - (7) Proposed intersection radii (25 feet generally in all zones).
  - (8) Existing and proposed easements; type, location and dimensions.
  - (9) Existing and proposed fire hydrants on-site and within 300 feet of the perimeter of the property.
- g. Dimensions of setbacks and building separations.
- h. Location and dimensions of existing and proposed exterior doors, entryways, walkways, balconies, stairways, roof eaves, etc.
- i. Location, height, and type of fencing or walls, note whether existing or proposed.
- j. Open space calculations as defined by the appropriate residential category.
- k. Street cross-sections.
- l. Location map, including surrounding area and subject property cross-hatched or shaded, distance to centerline of nearest cross street indicated.
- m. Location of natural drainage course, areas subject to inundation and drainage easements.
- n. Existing topography and proposed grading, if other than flat (if entire site is less than 10% slope, a note to that affect, by a licensed engineer or surveyor, may be added to the plans).

Floor plans (where applicable) should include:

- a. Square footage and dimensions of each room (suite), floor and total square footage of building.
- b. Type and use of rooms (suites) and buildings.

Exterior elevations should include:

- a. Details for north, south, east and west sides of structures (avoid right, left, front, rear).
- b. Height of each building (in feet and stories).
- c. Locations and dimensions of doors, windows, architectural detailing, chimneys, mechanical equipment (and screening), etc.
- d. Types and colors of materials proposed.
- e. One set (colored) presentation elevations indicating texture of materials and shadow patterns.

Landscaping is intended to achieve architectural enhancement, an attractive living environment, visual screening of parking areas and unsightly objects, buffering of residential areas from commercial and industrial areas, streetscape enhancement, and control of soil erosion. **Note:** Refer to [Article 62](#) of the Zoning Code for Landscaping requirements.

Landscape plan should include:

- a. North arrow, graphic bar scale, and project site address.
  - b. Name, address, and phone number of the person or firm who prepared the plans.
  - c. Clear indication of trees, shrubs, lawn and paving areas.
  - d. The container size, type, amount and location of all plant materials and a proposed plant pallet, including both botanical and common names.
  - e. Specification of the size and type of all existing trees designating removal, retention or relocation on site.
  - f. Type and dimensions of all hardscape material, outdoor furniture, garden walls, and fencing.
  - g. Slope planting for all slopes in excess of three vertical feet.
  - h. Street trees, selected from the approved Street Tree list and planted at the ratio designated in the City's landscape standards.
5. Photographs of the site and the adjacent properties, within 100 feet, mounted on 8 1/2" x 11" paper and labeled.
  6. Comprehensive Sign Program (for multi-tenant commercial and industrial projects).
  7. Colors and materials board (for new construction and remodeling projects).
  8. Hazardous Waste Disclosure Statement ([see attached](#)).
  9. SDG&E notification form ([see attached](#)).
  10. For residential projects, project service availability letters from the school districts.
  11. [Fees](#).
  12. Standard Urban Storm Water applicability form ([see attached](#))
  13. Storm Water Urban Runoff Management Program ([see attached](#))

## **Procedure**

Once the application is submitted, the Planning staff will review the information for completeness. The application will be routed to other City departments and to outside agencies as necessary. Once comments are received, staff will notify the applicant in writing if corrections to the plans are required. An [Initial Study](#) shall be processed in conformance with the California Environmental Quality Act (CEQA) unless the project is Categorically Exempt. A determination shall be made whether an Environmental Impact Report, Negative Declaration or Statement of Exemption is required. The appropriate document shall be prepared (at the owner's expense) and circulated for public review in accordance with CEQA requirements, prior to approval of the project.

After the staff's analysis is complete, the project will be placed on the next available agenda for review by the Design Review Board (DRB). The DRB will review the request and will make a recommendation to approve or deny the request and may recommend conditions.

Once the project conforms to all applicable requirements of the General Plan, Zoning Code, CEQA and the Design Review Board recommendations, to the satisfaction of the Planning Division, a "Conditional Letter of Approval" will be issued by the Planning Division. The applicant must sign and return the letter, thereby agreeing to the conditions of approval. The applicant will then have one year in which to fulfill all of the conditions and to obtain all necessary permits.

**Signatures.** Applicant and property owner signature lines must be signed, even if the applicant and property owner are the same. The signature of the architect and/or engineer is also required if drawings are submitted by professional architects and/or engineers.

**Applicant**

As part of this application the applicant hereby agrees to defend, indemnify and hold harmless the City of Escondido, its Council, boards and commissions, officers, employees, volunteers, and agents from any claim, action, or proceeding against the City of Escondido, its Council, boards and commissions, officers, employees, volunteers and agents, to attack, set aside, void or annul an approval of the application or related decision, including environmental documents, or to challenge a denial of the application or related decisions. This indemnification shall include, but not be limited to, damages awarded against the City, if any, costs of suit, attorneys' fees, and other expenses incurred in connection with such claim, action, causes of action, suit or proceeding whether incurred by applicant, City, and/or the parties initiating or bringing such proceeding. The applicant shall indemnify the City for all of City's costs, attorneys' fees, and damages which City incurs in enforcing the indemnification provisions set forth herein. The applicant shall pay to the City upon demand any amount owed to the City pursuant to the indemnification requirements prescribed.

By signing below, I hereby certify that the application I am submitting, including all additional required information, is complete and accurate to the best of my knowledge. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper by the City of Escondido.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Property Owner**

By signing below, I hereby certify under penalty of perjury, that I am the owner of record of the property described herein and that I consent to the action requested herein. All other owners, lenders or other affected parties on the title to the property have been notified of the filing of this application. Further, I hereby authorize City of Escondido employees and officers to enter upon the subject property, as necessary to inspect the premises and process this application.

In order to facilitate the public review process, the City requires that property owners agree to allow any plans or drawings submitted as part of the application to be copied for members of the public. Property owner(s) hereby agree to allow the City to copy the plans or drawings for the limited purpose of facilitating the public review process.

Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_

**Architect/Engineer**

In order to facilitate the public review process, the City requires that architects and engineers agree to allow any plans, drawings, studies or reports submitted as part of the application to be copied for members of the public. Architect/Engineer hereby agrees to allow the City to copy the plans, drawings, studies or reports for the limited purpose of facilitating the public review process.

Architect: \_\_\_\_\_

Date: \_\_\_\_\_

Engineer: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF ESCONDIDO  
Disclosure Statement**

**Consultation of List of Sites Related to Hazardous Wastes**

Certification of Compliance with Government Code Section 65962.5

Pursuant to Government Code Section 65962.5f (AB 3750 Cortese), this statement **must be completed and signed** by the applicant before an application can be deemed complete for any type of development project.

I certify that I have consulted the list of identified hazardous waste sites consolidated by the Office of Planning and Research (OPR), which is posted and maintained at the Planning Division of the City of Escondido.

I hereby certify that the proposed location for a development permit application at:

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Street Address	Assessor Parcel No.	
<hr/>		
City	State	Zip

- is not** on the most recent list of identified hazardous waste sites consolidated by the Office of Planning and Research.
  
- is** on the most recent list of identified hazardous waste sites consolidated by the Office of Planning and research. A copy of the list is hereby attached.

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Signature of Applicant/Owner	Date
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## SDG&E Notification

The SDG&E Company's Gas Planning Department has requested notifications of new projects proposed in Escondido for utility purposes only.

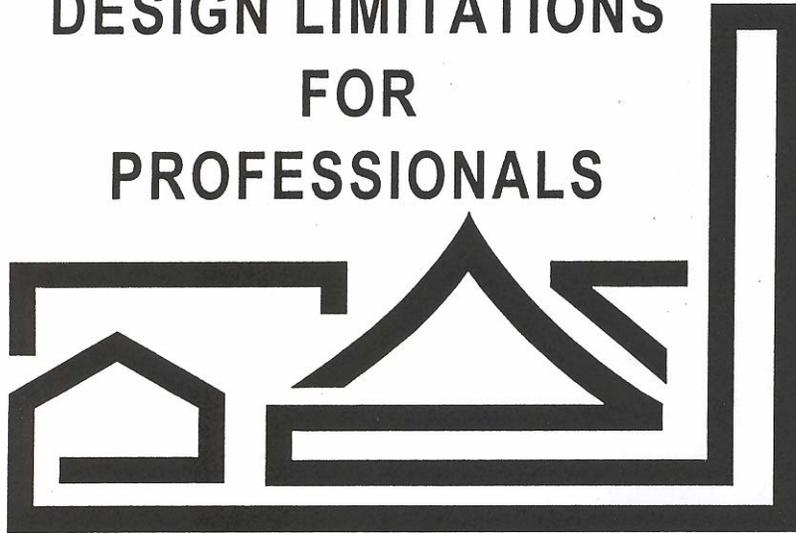
This is to certify that I have routed a copy of the site plan and project description to the SDG&E Gas and Planning Department addressed as:

SDG&E  
Gas Planning Department  
Operations Manager  
6875 Consolidated Way, Mail Stop SD1311  
San Diego, CA 92121

\_\_\_\_\_  
Signature of Owner or Applicant

\_\_\_\_\_  
Date

# DESIGN LIMITATIONS FOR PROFESSIONALS



## STRUCTURAL ENGINEERS

No limitations; may design any building of any type.

## CIVIL ENGINEERS

May design any building except hospitals or schools.

## ARCHITECTS

May design any type building with these exceptions

- The structural portion of a hospital.

## UNLICENSED PERSONS

Limited to design of:

- Single-family dwellings of woodframe construction not more than two stories and basement in height
- Multiple dwellings containing no more than four dwelling units of woodframe construction not more than two stories and basement in height. Not more than four dwelling units per lot.
- Garages or other structures appurtenant to dwellings of woodframe construction not more than two stories and basement in height.
- Agricultural and ranch buildings of woodframe construction.\*
- Nonstructural store fronts, interior alterations or additions, fixtures, cabinet work, furniture, or other appliances or equipment including nonstructural work necessary to provide for their installation.
- Nonstructural alterations or additions to any building necessary to or attendant upon the installation of such storefronts, interior alterations or additions, fixtures, cabinet work, furniture, appliances, or equipment.
- May not design any component that affects the safety of any building or its occupants, including but not limited to structural or seismic components.

\* Unless the building official having Jurisdiction deems that an undue risk to the public health, safety or welfare is involved.

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### APPLICABLE STATUTES

6731, 6736, 5537.1 of B & P Code

### APPLICABLE STATUTES

15013 of H & S Code  
5537.5, 6731, 6735 of B & P Code

### APPLICABLE STATUTES

15048 of H & S Code  
5500.1, 6737 of B & P Code

### APPLICABLE STATUTES

5537, 5538, 6737.1 of B & P Code

# CITY OF ESCONDIDO

## STORM WATER REQUIREMENTS FOR ALL DEVELOPMENT PROJECTS

As of February 16, 2016, all projects being permitted by the City of Escondido are required to state their level of storm water responsibility and what storm water best management practices (BMPs) the project will include, based on the type of project.



**MINOR** projects – generally do not disturb any dirt

Require:

- Construction BMPs – for example, keeping the site clear of trash

**PRIORITY** projects – generally large scale ground disturbance, or the change from natural landscape to impervious paving and buildings

Require:

- Construction BMPs – for example, preventing erosion from the site
- Site Design BMPs – for example, working with existing natural features like trees and hills
- Source Control BMPs – for example, covering & berming any outdoor work areas
- Treatment Control BMPs – for example, including storm water retention basins

**STANDARD** projects – generally, all other types of projects

Require:

- Construction BMPs – for example, washing paint and stucco into a container and not onto the ground
- Site Design BMPs – for example, directing water from roofs and pavement into landscaping instead of directly into the street
- Source Control BMPs – for example, trash enclosures with roofs

Applications to the City for Standard or Priority must include the **storm water submittal forms** with their application. Minor projects are noted as minor projects on the main application form.

See [www.escondido.org/bmps-for-new-development-redevelopment.aspx](http://www.escondido.org/bmps-for-new-development-redevelopment.aspx) for forms including checklists to determine project types, other BMP suggestions, resources and information about designing the project.