



**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.:	_____
Date Submitted:	_____
Fee:	_____
Receipt No.:	_____
Planner:	_____
Related Cases:	_____

**APPLICATION FOR PERMIT:**  
**(Pursuant to Ord. 91-54 & Reso. 94-436)**

- 4d Habitat Loss Permit**       **Vegetation Removal**       **Tree Removal**

**APPLICANT/CONTACT PERSON:**

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

**OWNER:**

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

(authorizing applicant to submit application)

**SITE INFORMATION:**

Property Address \_\_\_\_\_  
 Assessor's Parcel Number(s) \_\_\_\_\_  
 \_\_\_\_\_  
 Zoning: \_\_\_\_\_

Size: \_\_\_\_\_  
 General Plan Designation: \_\_\_\_\_  
 Tier/Neighborhood: \_\_\_\_\_  
 Previously Approved Case Numbers: \_\_\_\_\_  
 \_\_\_\_\_

Did you receive a notice from the Fire Department regarding weed abatement or tree removal requirements to reduce fire or safety hazards? If so, attach a copy of that notice.       Yes       No

Revegetation or Tree Replacement Plan attached (if applicable).       Yes       No

**STATEMENT BY APPLICANT JUSTIFYING THE PROPOSED CLEARING OR REMOVAL OF TREES:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FOR OFFICIAL USE ONLY - DO NOT WRITE BELOW THIS LINE**

_____ Fire Department	_____ Engineering Division	_____ Planning Division
_____ Field Engineering (Final copy of Permit, if approved)		_____ Other _____
_____ Applicant (Final copy of Permit, if approved)		Department Name _____
Comments: _____		
Vegetation Removal Permit application was reviewed and processed		
by _____ Date _____		
Approved _____	Permit Expires _____	Denied _____
_____		
_____		

## **APPLICATION FOR VEGETATION AND TREE REMOVAL PERMIT AND 4d HABITAT LOSS PERMIT**

### **Submittal Requirements**

1. Completed and signed [application form](#).
2. Site Plan (6 copies) shall be submitted to display the exterior boundaries of subject property and property dimensions, existing topography and proposed grading, existing easements, location of existing sage scrub, mature trees or other native and natural vegetation, stream courses (perennial or intermittent), ponds, wetland or other riparian resources, location of all existing and proposed buildings or structures, easements, and utilities on the property, and the limits of the specific area proposed to be cleared.
3. Provide photographs of the site and surrounding properties which clearly indicate the existing conditions and vegetation, and which correspond to a photo-location index map to identify the location of the photographs.
4. Provide three copies of erosion control plan for all disturbed areas to the satisfaction of City Engineer (Ord. 91-53).
5. Provide a copy of the Assessor Parcel Map which identifies the location of the subject parcel in relationship to surrounding properties.
6. Provide five (5) copies of a site plan which displays the limits of minimum fire management program for fire protection purposes, and a Fire Protection Plan, to the satisfaction of the Fire Marshal.
7. If determined necessary, four copies of a biological report or other documentation acceptable prepared by a qualified biologist to the Director of Community Development, which indicates the quantity and quality of the existing vegetation as likely or potentially suitable habitat for California gnatcatcher or other sensitive species, and quantifies impacts to each species or habitat, and any potential impacts on the suitability of remaining habitat on site and adjacent properties; or arborist report which indicates sizes, condition and species of mature or protected trees on site, trees designated for removal, relocation and relocation site.
8. \*Protocol survey by a qualified biologist to determine whether property is occupied by the California Gnatcatcher.
9. \*Proposed findings and conditions pursuant to the NCCP Process Guidelines or the De Minimis Exemption to the 4d process.
10. \*Plat map showing all properties within 500 feet of the subject property with the 500-foot radius drawn ([see attached](#)).
11. \*Typewritten list of all current Assessor Parcel Numbers within the 500-foot radius ([see attached](#)).
12. Standard Urban Storm Water Applicability Form ([see attached](#)).
13. Storm Water Urban Runoff Management Program ([see attached](#)).
14. Letter of permission for any offsite clearing.

15. Copy of grant deed.
16. Copy of a current preliminary title report, including complete legal description (within the last six months).
17. One legible 8½ " x 11" photo reduction of each sheet of the plan set (xerox reductions shall not be accepted). Submitted graphics must be clear enough to be reproduced several times and still be legible.
18. [Fees](#).

\*Required only for 4d Habitat Loss Permits and 4d De Minimis Exemptions

### **Criteria for Denial of Application**

A Vegetation and Tree Removal Permit shall be denied if the Director of Community Development determines that:

1.
  - a. The proposed clearing would result in the net loss of a substantial amount of sage scrub vegetation, or would isolate or negatively affect the quality of remaining sage scrub vegetation on site or adjacent properties below self-sustaining levels; and
  - b. Additional environmental review is needed to adequately assess the impact of clearing operations and to determine the feasibility of on- and off-site revegetation to minimize the loss of habitat; or
2.
  - a. There is no approved development plan for the property to be cleared, and
  - b. The proposed clearing may substantially limit preservation alternatives for the site, and/or reduce the suitability of the remaining habitat area for sustaining sensitive species both on- and off-site.
  - c. It is probable that development of the property will require discretionary approvals (such as, but not limited to, a tentative subdivision or parcel map, a conditional use permit, a planned unit approval, or a planned development approval) by the City; or
3.
  - a. The proposed tree(s) removal is not necessary due to the condition of the tree with respect to disease, public nuisance, or public safety.
  - b. The proposed tree(s) removal is not necessary to construct improvements since redesign or relocation may allow for tree retention.
  - c. The proposed tree(s) removal is not necessary to control erosion, soil retention, water retention or diversion, or increased flow of surface water.
4. The proposed clearing is under a current Stop Work Order issued for violations of this ordinance until such time as appropriate corrective measures have been incorporated into the permit application to correct the noticed violations.

APPEALS: If a vegetation and tree removal permit is denied based upon the above specified criteria, the Director of Community Development's denial of a vegetation and tree removal permit may be appealed to the Planning Commission in accordance with the provisions of [Section 33-1300](#) et seq. of the Escondido Zoning Code.

**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 Sign Posting Requirement

This requirement involves physically posting a notice on the project site in a conspicuous location so that the notice is visible from all portions of the site which abut a private or public street. The applicant shall maintain the posted notice in good condition for the full ten (10) day public notice period. Such notice shall be clearly titled "NOTICE OF PERMIT APPLICATION," and shall include:

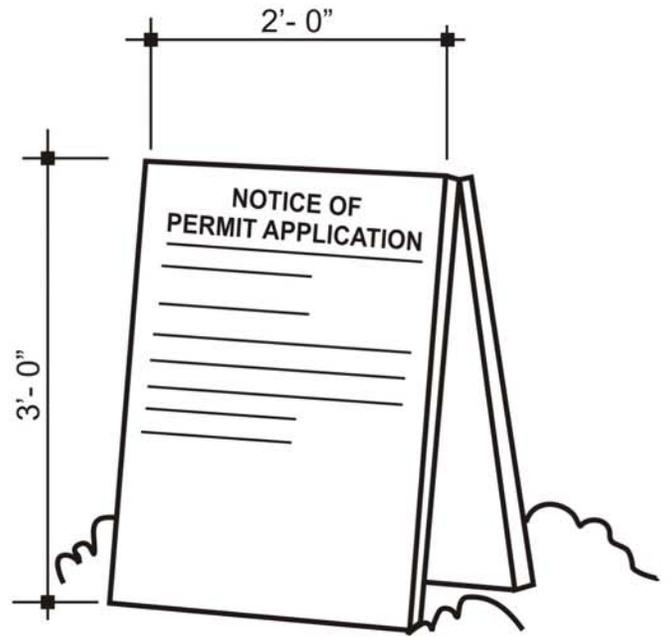
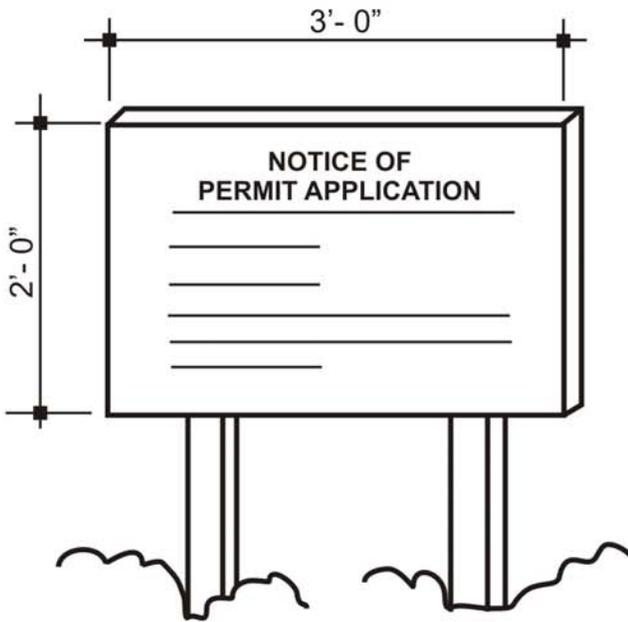
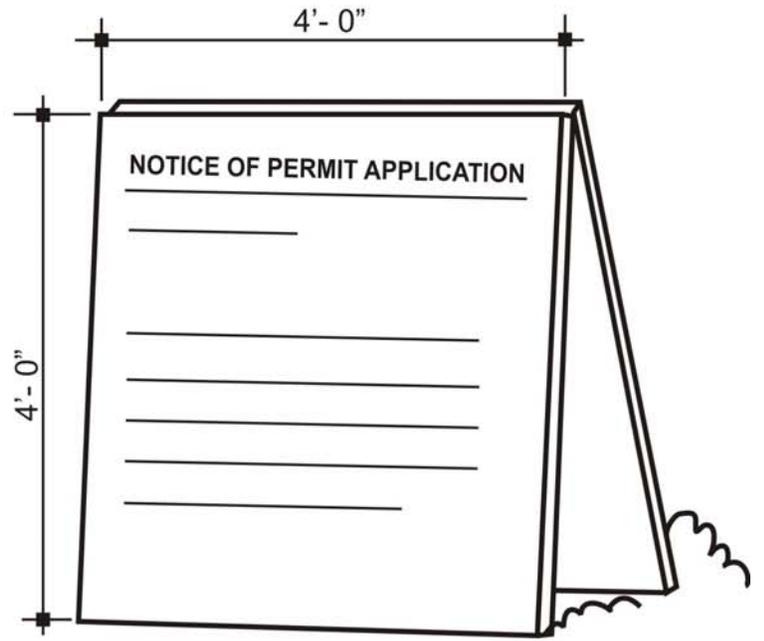
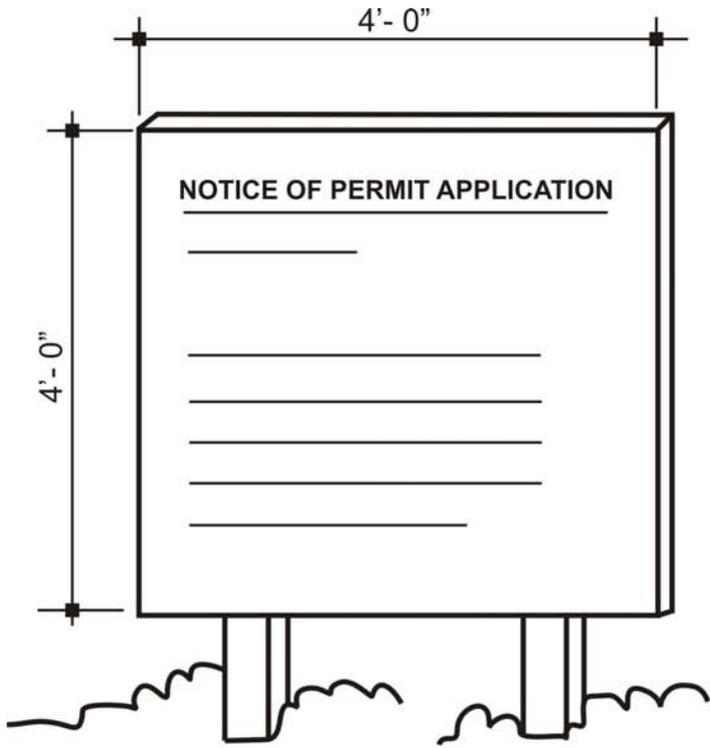
- a) a general explanation of the matter to be considered,
- b) the City case reference number,
- c) the applicant's name, and
- d) the telephone number of the Planning Division for further information.

The notice shall be constructed according to the following standards:

- a) Minimum size requirements of 16 sq. ft. for undeveloped parcels 1 acre or larger in size or developed parcels larger than 10 acres.
- b) Minimum size requirements of 6 sq. ft. for developed parcels less than 10 acres or undeveloped parcels less than 1 acre.

See attached forms for examples. The applicant will be required to utilize a standard sign copy which is available at the Planning Division (see current [Fee Schedule](#)). About four days prior to sign posting date, the applicant will be informed of exact wording to be indicated on the sign.

<b>NOTICE OF PERMIT APPLICATION</b>
<b>REQUEST:</b> _____ _____ _____
<b>CASE NO:</b> _____
<b>APPLICANT:</b> _____
<b>HEARING DATE:</b> _____
<b>FOR FURTHER INFORMATION CALL (760) 839-4671</b>
<b>DATE POSTED:</b> _____



\* Each sign should face the street and be posted 10' - 15' from the edge of the street (right behind the sidewalk).

# 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.