



**CITY OF ESCONDIDO  
 Planning Division  
SB330 Submittal Checklist**

## Submittal Checklist for SB 330 Development Projects

The City of Escondido utilizes the California Department of Housing and Community Development’s SB 330 preliminary application form, in addition to this checklist, when submitting a preliminary application when seeking vesting rights pursuant to SB 330.

For housing development projects seeking entitlement, the City of Escondido utilizes the applicable and required application forms (as noted in this checklist), when submitting for entitlement.

Prior to submitting an application, applicants are encouraged to meet with a member of the Planning Division staff to ensure that the appropriate application requests are made, and the application can be completed as required. When you are ready to submit your application, please contact a Planning Division staff member to schedule an appointment for intake at (760) 839-4671 or at [Planning@Escondido.gov](mailto:Planning@Escondido.gov).

### A. General Information

PROJECT NO(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

APN(S): \_\_\_\_\_

### B. Standard Submittal Requirements:

The following submittal requirements are standard for **ALL** development projects:

Y	N	N/A	Document(s)
<i>For internal use only</i>			
			Completed and signed Application Form (or preliminary application form, if applicable) including property owner signature or a Letter of Permission, signed by the owner, which may be substituted for owner’s signature.
			Copy of Grant Deed.
			Copy of a current Preliminary Title Report, including a complete legal description (dated within the last six months), together with all identified easements plotted.
			Complete and detailed project description. To include description of all work on, off, and on any sites associated with project development.
			Photographs of the site, and adjacent properties.

			<a href="#"><u>Hazardous Wastes Disclosure Statement.</u></a>
			<a href="#"><u>San Diego Gas &amp; Electric Notification Form.</u></a>
			<a href="#"><u>Storm Water Standard Development Project Submittal Form I-1a</u></a> (for new and redevelopment projects to determine project type: Minor, Standard, or Priority). Additional information can be found here: <a href="https://escondido.gov/517/"><u>https://escondido.gov/517/</u></a>
			Complete <a href="#"><u>Storm Water Quality Management Plan (SWQMP)</u></a> and associated Engineering Reports (for Priority Development Project type submittal).
			Drainage Study
			Geotech/ Soils Study
			Preliminary Grading Plan
			Hydrology and Hydraulic Report
			Tentative Parcel Map or Tentative Subdivision Map
			Preliminary Landscape Plan
			FEMA flood plain and flood way verification
			Fire Protection Plan (If located in the <b>High</b> or <b>Very High</b> Fire Severity Zone) <a href="#"><u>2024 County of San Diego Fire Protection Plan Guidelines.pdf</u></a>
			Fire Access plan, Including secondary access for all development within High or Very High Fire Severity Zone and/or includes 30 or more homes in the scope. (Not required if providing a Fire Protection Plan as per the guidelines above)
			Project service availability letter from local school districts (for residential projects).
			<a href="#"><u>Traffic Scoping Agreement</u></a> (for new development projects or changes of use).
			<a href="#"><u>Climate Action Plan Consistency Review</u></a> (for new development projects or changes of use).
			<a href="#"><u>Density Bonus Request Form</u></a> (for projects requesting density bonus pursuant to Article 67 of the Escondido Zoning Code or SDBL)
			Fees (See current fee schedule, here: <a href="https://www.escondido.gov/DocumentCenter/View/573/"><u>https://www.escondido.gov/DocumentCenter/View/573/</u></a> ).

For **Discretionary** and **Legislative** projects, the following documents are required in addition to the above standard requirements:

Y	N	N/A	Document
			Site Plan / Massing Diagram or Release of Plans Form.
			Public Noticing Requirements Acknowledgment Form. <ul style="list-style-type: none"> <li>• A full public noticing package will be required prior to project approval.</li> </ul>
			<a href="#">Initial Study Form</a> (Part one - Applicant).
			Details of Request Form for any/all entitlements applicable to the SB330 submittal: <a href="https://escondido.gov/1108/Development-Project-Information-Resource">https://escondido.gov/1108/Development-Project-Information-Resource</a> <ul style="list-style-type: none"> <li>• Standard Discretionary Project.</li> <li>• General Plan Amendment.</li> <li>• Conditional Use Permits.</li> <li>• Condominium Permits.</li> <li>• Amendments to the Zoning Code/Zone Changes.</li> <li>• Development Agreement.</li> <li>• Grading Exemptions.</li> <li>• Master/Precise Development Plans.</li> <li>• Tentative Maps.</li> <li>• Variance.</li> </ul>
			Written statement describing the project in detail, and listing the scope of business operations if applicable. Information may include: <ul style="list-style-type: none"> <li>• Days and hours of operation, including unique scheduling requests.</li> <li>• Extent of services provided, or types of products sold. <ul style="list-style-type: none"> <li>◦ Alcohol sale proposed (if applicable).</li> </ul> </li> <li>• Number of staff.</li> <li>• Number of students (if applicable). <ul style="list-style-type: none"> <li>◦ Expected students per education range/grade.</li> <li>◦ Expected students per classroom.</li> </ul> </li> <li>• Any additional information which may be unique to the proposed business model.</li> </ul>
			Letters of permission from all affected property owners for any off-site work required for the project, including, but not limited to, grading, access, etc.
			Letter(s) of permission from current owner of property over which easement rights, improvement rights, and/or maintenance rights are to be granted (if access is required over existing easements, letter(s) of permission are required from property owner and other easement owners). Letter should give permission for easement use for access, maintenance, or improvements.