

DISCRETIONARY PERMIT APPLICATION PACKAGE: PUBLIC HEARING & BOARD/ COMMITTEE REVIEW



**City of Imperial Beach Community Development Dept.
825 Imperial Beach Blvd, Imperial Beach, CA 91932
Phone 619.628.0858
Fax 619.424.4093**



Planning Division Submittal Requirements:

The required items must be included at the time of project submittal. Projects will not be taken in for review should any of the required items not be included at the time of submittal. All project submittals must include the following:

1. An electronic copy of **all** documents, plans, and technical reports
2. Completed Discretionary Permit Application Package (found in this document)
 - a. Discretionary Permit Application
 - b. Ownership Disclosure Form
 - c. Environmental Information Form
 - d. Instructions for the Public Notice Package
 - i. A physical public notice package is required for each meeting
 - e. Storm Water Management Plan Form
 - i. Priority Development Projects require a PDP SWQMP
3. Preliminary Title Report (typically obtained from a Title Company)
4. Grant Deed (typically obtained from the County of San Diego Assessor Office)
5. Topography Map (typically obtained from a licensed surveyor)
6. Colored rendering(s) of the project
 - a. Renderings should depict what the finished project would be within the context of the neighborhood.
7. Physical Materials Board
8. Site Plan
9. Elevation Plans
10. Floor Plans
11. Landscape Plans (Must meet MWELo requirements)
 - a. Please know that new construction projects with an aggregate landscape area (proposed) equal to or greater than 500 sq. ft are required to follow the Model Water Efficient Landscape Ordinance (MWELo) and must be reflected on the landscaping plan. Total landscape area equals all the irrigated planting areas, turf and water features. The landscape area does not include footprints of buildings or structures, sidewalks, driveways, parking lots, decks, patios, gravel or stone walks, other pervious or non-pervious hardscapes, and other nonirrigated areas designated for non-development (e.g., open spaces and existing native vegetation). The State MWELo Guidebook is found here.
 - b. Roof Plans
12. Completed Project Information Form (PIF)
13. Contact staff to determine if your project requires the following items:
 - a. EDCO "will serve" letter - Required for any commercial, mixed-use, and/or 5+ residential units projects (Contact: Marco Topete, mtopete@edcodisposal.com)
 - b. Grading Plans - required for any projects that propose grading
 - c. Geotechnical Report (typically obtained from a Soils Engineer)

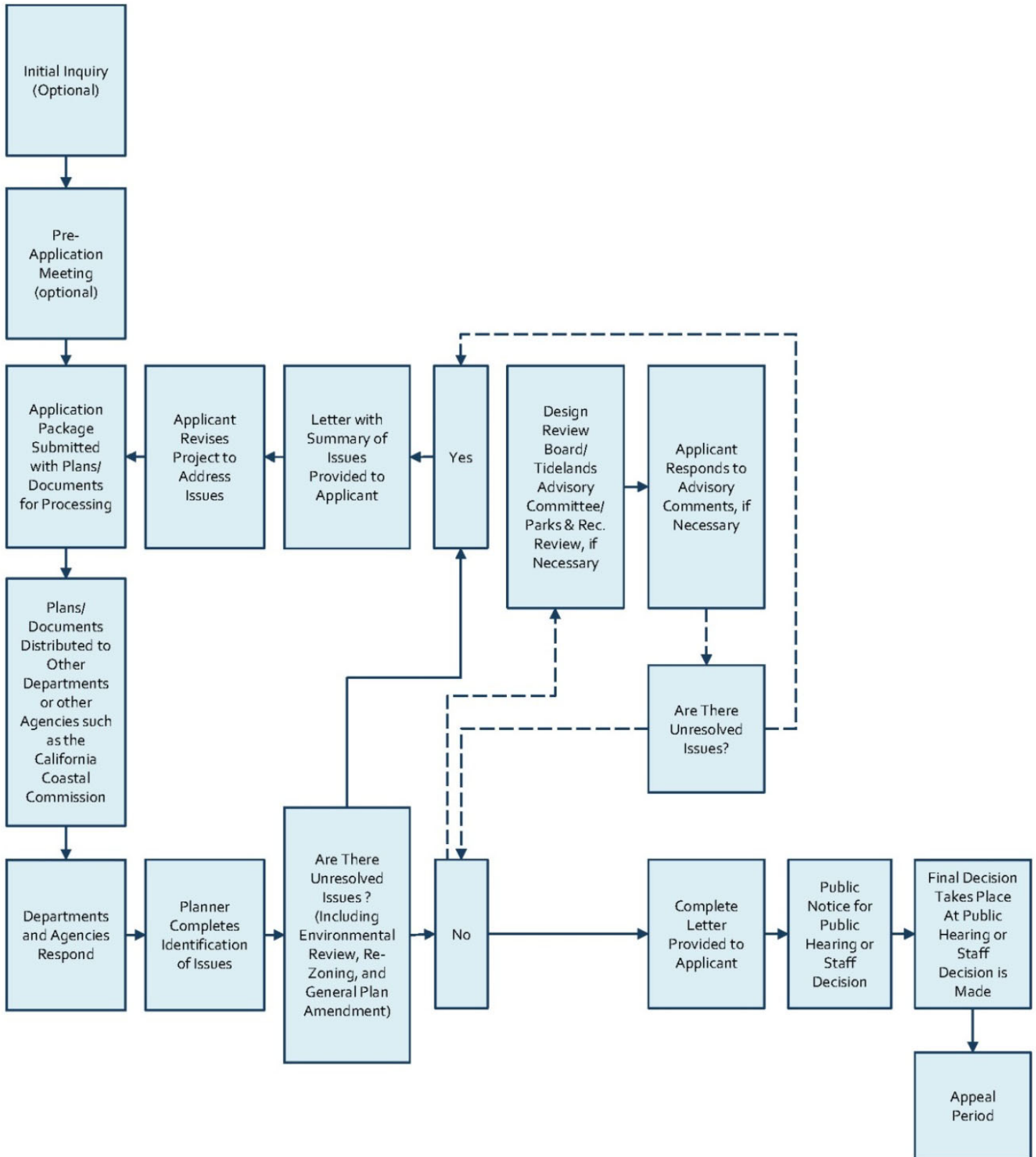
Each project may require different discretionary permits. Different permits have additional submittal requirements in addition to the above listed items. If it is unclear which permits your project requires, contact City Planning staff at (619) 628-0858 or rayala@imperialbeachca.gov.

Discretionary Permits Required by Project Type

Provided below is a table that includes common scenarios "Project Types" that developers propose in the City of Imperial Beach. The table is intended to help applicants determine the discretionary permits that are required for different types of projects. If you need assistance with determining the type of permits needed for your project, contact City Planning staff.

Project Type	Abbreviations used:										
	CUP - Conditional Use Permit					GPA- General Plan Amendment					
	Regular Coastal Permit	Admin Coastal Permit	CUP	Design Review Case	GPA	Zone Change	Admin Sign Permit	Site Plan Review	Tentative Parcel Map	Tentative Map	Variance
Detached or Attached ADU		Yes (if within Coastal Zone)									
Internal ADU		Yes (if within Coastal Zone & a change of use)									
Single Family Residence		Yes (if within Coastal Zone)									
2-4 Residential Units		Yes (if within Coastal Zone)		Yes				Yes	Yes (if Condos)		
5+ Residential Units	Yes (if within Coastal Zone)			Yes				Yes		Yes (if Condos)	
Commercial	Yes (if within Coastal Zone)			Yes			Yes (if applying for Signage)	Yes			
Mixed-Use	Yes (if within Coastal Zone)			Yes			Yes (if applying for Signage)	Yes	Yes (if Condos)	Yes (if Condos)	
Wireless Communication Facility	Yes (if within Coastal Zone)		Yes	Yes				Yes			
Public Facilities	Yes (if within Coastal Zone)			Yes				Yes			
Condo Conversion 2-4 Units		Yes (if within Coastal Zone)							Yes		
Condo Conversion 5+	Yes (if within Coastal Zone)									Yes	
Signage							Yes				
Residential Care Facility	Yes (if within Coastal Zone)		Yes								

REVIEW PROCESS FOR DISCRETIONARY PROJECTS





DISCRETIONARY PERMIT APPLICATION FORM

Please Type or Print:

APPLICANT INFORMATION	Project Address:		Assessor's Parcel #:	Legal Description:
	Project Description:			
	Applicant:			Financial Responsibility: ☐ Owner ☐ Applicant ☐ Other-Name:
	Company:			
	Mailing Address:			
	Phone:	Fax:		
	E-Mail:			Mailing Address:
	Property Owner:			
	Company:			
	Mailing Address:			
Phone:			Phone:	
Fax:			Fax:	
E-Mail:			E-Mail:	

CITY USE ONLY	Permit Type:	Case #:	Deposit:
	Coastal Permit: ☐ Admin	ACP ____ - ____	\$2,323
	☐ Regular	CP ____ - ____	\$5,807
	☐ Conditional Use Permit	CUP ____ - ____	\$5,807
	☐ Design Review (Admin/Reg)	DRC ____ - ____	\$2,323/\$5,807
	☐ General Plan Amendment	GPA ____ - ____	\$10,646
	☐ Zone Change	ZCA ____ - ____	\$10,646
	☐ Sign Permit/Sign Program	ASP ____ - ____	\$300/\$1,161
	☐ Site Plan Review (Admin/Reg)	SPR ____ - ____	\$2,323/\$5,807
	☐ Tentative Parcel Map	PM ____ - ____	\$3,484
	☐ Tentative Map	TM ____ - ____	\$5,807
	☐ Variance	VAR ____ - ____	\$5,807
	☐ Other		\$ ____
	Account #:	MF #: ____	Total \$ ____
	Received By:	Date Received:	Receipt #:

AFFIDAVIT: We hereby certify that the information furnished in this application package is accurate, true, and correct to the best of our knowledge. By signing below, the property owner consents to the processing of the application by the applicant and authorizes the applicant to comply with the requirements placed on the application by the City. A letter of authorization from the owner may be submitted in lieu of the property owner's signature. A letter of authorization to sign is attached if the owner is a corporation or partnership. We acknowledge that, pursuant to the City's Full Cost Recovery Policy promulgated by City Council Resolution No. 4081, we are responsible for all application processing costs which include direct staff costs, indirect overhead costs computed at a rate of 2.327, and any processing charges by independent contractors or consultants on contract with the City. We acknowledge that the initial application deposit may not cover all processing costs incurred and hereby agree to reimburse the City for any additional expenses. We understand that, should the account go into deficit, all City work will stop, no hearings will be scheduled, and no permits or decisions will be issued until additional deposits, as required by the City, are submitted to replenish the account. Any remaining balance in the account will be refunded only to the designated financially responsible party unless an account change authorization is secured from the City's Finance Director.

Applicant's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Financially Responsible Party's Signature: _____ Date: _____



OWNERSHIP DISCLOSURE FORM

APPLICANT'S STATEMENT OF DISCLOSURE OF CERTAIN OWNERSHIP INTERESTS ON ALL APPLICATIONS WHICH WILL REQUIRE DISCRETIONARY ACTION ON THE PART OF THE CITY COUNCIL, DESIGN REVIEW BOARD, AND ALL OFFICIAL BODIES

The following information must be disclosed:

1. List names of all persons having a financial interest in the application; any ownership interest in the property involved; all individuals owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership; and the names of any person serving as trustee or beneficiary or trustor of the trust.

_____	_____
_____	_____

2. Submit copy of Deed for the Property
3. Have you or your agents made campaign contributions or transacted more than \$250 worth of personal business with any member of City staff, Boards, Commissions, Committees and Council within the past twelve months or \$500 with the spouse of any such person? Yes ____ No ____ If yes, please indicate person(s), dates, and amount of such transactions or contributions.

_____	_____
_____	_____

NOTE: Attach appropriate names on additional pages as necessary. A person is defined as Any individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, corporation, association, committee, and any other organization or group of persons acting in concert. Government Code § 82047.



ENVIRONMENTAL INFORMATION FORM

(To be completed by Applicant)

If the project cannot be initially be determined to be exempted from CEQA, then a \$1,000 deposit may be required to analyze the environmental information. If it is determined that a Negative Declaration needs to be prepared, an additional \$2,000 deposit will be required, and if an Environmental Impact Report (EIR) needs to be prepared, the applicant will be required to submit a draft EIR, prepared by a qualified environmental consultant, and an additional \$7,000 deposit for its review.

Project Address:	Assessor's Parcel #:
Applicant:	Owner:
Related Permit/Case:	Zoning/General Plan Designation:
Project Description: Plans attached: ☐	
Proposed use: ☐ Residential ☐ Commercial ☐ Institutional (school, church, etc.)	
# off-street parking spaces ☐ # enclosed _____ ☐ # open _____	
# dwelling units:	Parcel size:
Building Height:	# Stories:
Total Floor Area:	Floor Area Ratio (FAR):
Lot Coverage:	Average Daily Auto Trips:
# Employees:	Per Shift:
Weekday hrs of operation:	Weekend hrs of operation:
Clients/Customers per day:	Market/service area:
Environmental Setting/on-site: Describe the project site as it exists before the project, including existing uses and structures, building heights, topography, vegetation, cultural, historical or scenic aspects. Attach photographs.	Environmental Setting/off-site: Describe the surrounding properties, including land uses and structures, building heights, vegetation, cultural, historical or scenic aspects. Attach photographs of the vicinity.

CHECKLIST:

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).	Yes	No
Change in existing features of any bays, tidelands, beaches, or hills, or substantial alterations of ground contours.	☐	☐
Change in scenic views or vistas from existing residential areas or public lands or roads.	☐	☐
Change in pattern, scale or character of general area of project.	☐	☐
Significant amounts of solid waste or litter.	☐	☐
Change in dust, ash, smoke, fumes or odors in vicinity.	☐	☐
Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.	☐	☐
Substantial change in existing noise or vibration levels in the vicinity.	☐	☐
Site on filled land or on slope of 10 percent or more.	☐	☐
Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.	☐	☐
Substantial change in demand for municipal services (police, fire, water, sewage, etc).	☐	☐
Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc).	☐	☐
Relationship to a larger project or series of projects.	☐	☐
Significant amounts of impervious surfaces.	☐	☐
Significant amounts of pollutant discharges.	☐	☐
Change in any on-site or off-site environmentally sensitive area.	☐	☐

DISCUSSION OF POTENTIAL IMPACTS:



PUBLIC NOTICE PACKAGE

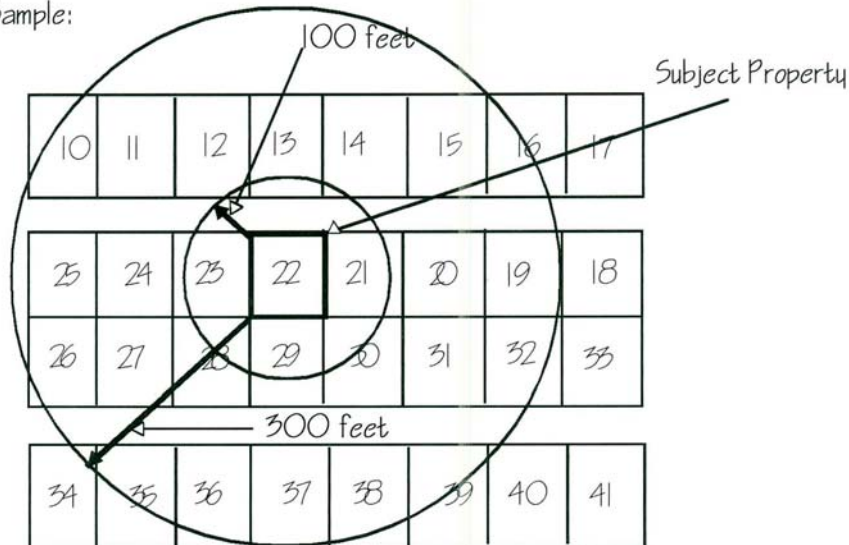
Submittal Requirements and Checklist

The Public Notice Package to include the following:

- ☐ Vicinity Map; utilizing a San Diego County Assessors Map as a Base Map; with the project site outlined and a line delineating a radius of 100 feet and 300 feet from the exterior boundary of the subject site (See illustration below)
- ☐ A typed list containing the assessors parcel number, name and address for all property owners within a 300 foot radius, and all occupants within a 100 foot radius. Owner information shall be from the San Diego County Assessors Office latest equalized rolls. (See illustration below)
- ☐ One (1) set of stamped envelopes with addresses of all **owners** and **occupants** listed above
- ☐ One (1) set of mailing labels of the above owners and occupants
- ☐ One (1) self-addressed stamped envelope for the **applicant(s)** and/or **owner(s)**
- ☐ Projects that require approval from the Design Review Board, Tidelands Advisory Board, and/or City Council will need a public notice package for each meeting. Contact staff for assistance with determining the number of public notice package(s) will be needed for your project.

****Public Notice Packages can be obtained from a Title Company****

Vicinity Map Sample:



Label Sample:

632-232-01 Ms. Jane Doe 1234 A Street	632-232-02 Mr. John Doe 5678 B Street	632-232-02 Mr. Bob Smith 9876 1st Avenue
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Please remember to check-off list items at application submittal. A copy of this checklist form should be submitted with the application.

City of Imperial Beach Storm Water Management Plan



1. Required Information

Location/Address of Proposed Project		Permit Type (Demolition, Grading, or Building)	
Contractor	Phone Number	Property Owner Name	Phone Number
Overview of Storm Water Pollution Prevention requirements			
The City reviews all proposed development projects, including Public Works Capital Improvement Projects, to ensure that construction activities are in compliance with the federal Clean Water Act, the State Water Code, and local storm water ordinances. Proposed projects must complete a Storm Water Management Plan prior to issuance of any Demolition, Grading, or Building Permit. The purpose of the Storm Water Management Plan is to document the construction Best Management Practices (BMPs) that will be implemented to prevent the discharge of sediment and other pollutants from leaving the project site and entering the storm water conveyance system. It also certifies that the project proponent will maintain and modify if necessary the appropriate construction site BMPs. Upon City acceptance, the Storm Water Management Plan becomes an important part of the Demolition, Building, or Grading Permit, and is subject to enforcement by City of Imperial Beach building and storm water inspectors.			
Estimate construction project area: _____ acre(s) or square feet			
Identify watershed location of project: ☐ Tijuana Estuary ☐ San Diego Bay ☐ Pacific Ocean			
<u>Plan Sheet Checklist:</u> The following information shall be shown on plans: - The project boundaries - The footprint of any existing structures and facilities - The footprint of all structures and facilities to be constructed - The limits of grading - The existing and proposed grades of the site - The location(s) where runoff from the site may enter storm drain(s), channel(s), and/or receiving waters - Location of proposed storm water BMPs			

Determine if the project meets the category of “Standard” or “Priority” Development Project

Most projects in the City that require a building, grading, or encroachment permit fall under the category of Standard Development Project. However, larger projects that meet the following criteria are considered **Priority Development Projects** and require the preparation of a Storm Water Quality Management Plan (SWQMP) as part of the project design submittals:

1. New development that creates 10,000 ft² or more of impervious surfaces. This includes commercial, industrial, residential, mix-use and public or private land.
2. Redevelopment projects that create and/or replace 5,000 ft² or more of impervious surface (collectively over the entire project site on an existing site of 10,000 square feet or more of impervious surfaces). This includes commercial, industrial, residential, mix-use, and public or private land.
3. New and Redevelopment projects that create 5,000 ft² or more of impervious surface and support one or more of the following uses:
 - a) Restaurants
 - b) Hillside development projects
 - c) Parking lots
 - d) Streets, roads, highways, freeways, and driveways.
4. New or Redevelopment projects that create or replace 2,500 ft² or more of impervious surface, and discharging directly to an Environmentally Sensitive Area (ESA*).
5. New development projects that support one or more of the following uses:
 - a) Automotive repair shops
 - b) Retail gasoline outlets
6. New or redevelopment projects that result in the disturbance of one or more acres of land and are expected to generate pollutants post construction.

* Environmentally Sensitive Areas (ESAs). All of the receiving waters for Imperial Beach are considered Environmentally Sensitive Areas by the permit because there are identified as having RARE beneficial use status. “Directly adjacent” means situated within 200 feet of the ESA. “Discharging directly to” means outflow from a drainage conveyance system that is composed entirely of flows from the subject development or redevelopment site, and not commingled with flows from adjacent lands.

☐ **Standard Development Project**

(Source Control BMP and LID are required for all projects)

☐ **Priority Development Project (PDP)**

(Storm Water Quality Management Plan is required to document BMP selection)

Construction storm water inspections

Construction site inspections are conducted as necessary throughout the year to verify the proper implementation of storm water BMPs. Additional inspections during the rainy season (October 1 – April 30) are required for projects that have an increased potential to cause or contribute to storm water pollution.

Storm water inspections will occur anytime an inspector is on site.

2. Additional Project Information and Best Management Practices

Project Description:

(Include project site description information on location, watershed drainage, 303(d) listed pollutants*, potential contaminants generated from project, and references to applicable drawing or plans.)

Construction Best Management Practices	CASQA Storm Water BMP Fact Sheet	✓ BMP Selected	Comments
<i>Select each of the BMP fact sheets that apply. Include selected BMPs on Plans and/or provide sufficient explanation as comments.</i>			
Erosion Control BMPs			
Geotextiles, Plastic Covers, or Erosion Control Blankets <i>This BMP consists of using plastic, visqueen, or other materials to cover disturbed soil and/or dirt stockpiles to reduce erosion from rainfall impact. The material used for cover must be firmly held in place with sandbags or otherwise keyed into the soil as described in BMP specifications.</i>	EC-7	✓	
Mulch, Straw, Wood Chips, Soil Binders, Compost <i>This BMP consists of applying mulch or other binding material to temporarily protect exposed soils from erosion by rainfall impact or wind. These are temporary methods of protection that must be inspected and maintained.</i>	EC-3, EC-5, EC-6, EC-8, EC-14, EC-16		
Fiber Roll / Straw Waddle <i>Fiber rolls consist of straw, flax, or other similar materials bound into a tight, tubular roll. They are often used on the face of slopes to intercept runoff. They may also be effective as perimeter controls for sites with little to no slope. Fiber rolls are not effective unless properly installed (trenched and staked into the soil per specifications).</i>	SE-5	✓	
Erosion Control BMPs			
Silt Fence <i>Silt fences are made of filter fabric that has been entrenched, attached to supporting poles, and is sometimes backed by a plastic or wire mesh for support. The silt fence detains sediment-laden water, promoting sedimentation behind the fence. It is primarily used as a perimeter control and is not effective unless trenched and keyed into the soil.</i>	SE-1	✓	
Gravel Bag / Sandbag Barrier/ Check Dams <i>This BMP consists of placing a series of gravel- or sand-filled bags on a level contour to intercept sheet flows. Gravel bags pond sheet flow runoff, allowing sediment to settle out, and release runoff slowly as sheet flow. Sandbags also pond sheet flow runoff, but allow little if any runoff to be released. These BMPs are often used around stockpiles or as a perimeter control.</i>	SE-6, SE-8, SE-9		
Wind Erosion Control BMP			
Wind Erosion Control <i>This BMP consists of applying water or other dust palliatives as necessary to prevent or alleviate dust nuisance generated by construction activities. Care should be taken so that water used for dust control is not allowed to move off site.</i>	WE-1	✓	
Storm Drain Inlet Protection			
Storm Drain Inlet Protection <i>Storm drain inlet protection consists of filter fabric covering the opening of the storm drain, drop inlet, or curb inlet. May also include gravel bag protection around inlet. Frequent inspection and maintenance is required.</i>	SE-10	✓	<i>Flooding is major concern during storm events and must be prevented.</i>

Tracking Control BMPs			
Stabilized Construction Entrance <i>This BMP consists of a pad of aggregate underlain with filter cloth at the entrance of a construction site where traffic will be entering and leaving to or from a public right of way. The purpose is to reduce the tracking of sediment onto streets. A stabilized construction entrance is unlikely to be 100% effective, and must be used in conjunction with sweeping and good housekeeping practices to ensure that sediment tracked off-site does not enter the storm drain system.</i>	TC-1		
Entrance/Outlet Tire Wash <i>A tire wash is an area located at stabilized construction access points to remove sediment from tires and under carriages and to prevent sediment from being transported onto public roadways.</i>	TC-3		
Street Sweeping and Vacuuming <i>Street sweeping and vacuuming includes use of self-propelled and walk-behind equipment to remove sediment from streets and roadways, and to clean paved surfaces in preparation for final paving. Sweeping and vacuuming prevents sediment from the project site from entering storm drains or receiving waters.</i>	SC-7	✓	

General Site Management BMPs			
Good Housekeeping <i>Good housekeeping ensures that the construction site is kept tidy and free of excessive debris. It also includes ensuring that any sediment or trash tracked from the site onto the public right of way (through whatever means) is swept up or otherwise collected at the end of the business day.</i>	-	✓	
Employee & Sub-contractor Training <i>All employees and sub-contractors working on site shall be trained with regard to applicable storm water management requirements. Training shall also be provided on proper techniques for installing and maintaining BMPs.</i>	-	✓	
Material Delivery, Storage, & Use <i>Minimize the storage and use of hazardous materials on site, and store materials in a designated area with secondary containment if appropriate.</i>	WM-1, WM-2	✓	
Stockpile Management <i>Stockpiles of soil, asphalt, concrete rubble, "cold mix", and wood pressure-treated with metallic products should be covered with plastic or a comparable material at all times during the rainy season, and prior to the onset of precipitation during the dry season.</i>	WM-3	✓	
Spill Prevention & Control <i>Reduce the chance for spills, cleanup leaks and spills immediately, and report spills to City personnel.</i>	WM-4, NS-6	✓	
Waste Management <i>These are a series of BMPs that address the appropriate management of solid wastes, hazardous wastes, contaminated soils, concrete wastes, sanitary wastes, and liquid wastes as specified in the BMP specifications listed to the right.</i>	WM-5, WM-6, WM-7, WM-8, WM-9, WM-10	✓	
Water Conservation <i>Avoid using water in a way that is likely to cause erosion and/or the transport of pollutants off site.</i>	NS-1	✓	
Vehicle & Equipment Cleaning, Fueling & Maintenance <i>On-site cleaning, fueling, and maintenance of vehicles is discouraged.</i>	NS-8, NS-9, NS-10		
Concrete Paving Activities <i>Prevent or reduce the discharge of pollutants from paving operations, using measures to prevent runoff and runoff pollution, properly disposing of wastes, and training employees and subcontractors.</i>	NS-3		

Additional Storm Water BMPs:
1. Rain event plan (BMPs must be in place and modified if necessary prior to forecast rain events)
2.
3.
4.

(Identify the schedule for deployment of BMPs. BMPs must be implemented, modified, and maintained to reflect the phase of construction and weather conditions. Include a statement about BMP inspection and maintenance on site.)

The following certification must be signed before a Demolition, Building, or Grading Permit will be issued.

I have read and understand that the City of Imperial Beach has adopted minimum requirements for prohibiting non-storm water discharges of urban runoff and for managing storm water runoff from sites associated with construction and other land disturbance activities. I certify that the BMPs proposed in this Storm Water Management Plan will be implemented to effectively prevent off-site runoff as well as any of this project's potentially negative impacts on the environment. I further agree to install, monitor, maintain, or revise the selected BMPs to ensure their effectiveness throughout the life of the project.

I also understand that non-compliance with the City's Storm Water and Construction / Grading Ordinances may result in enforcement by the City, including fines, citations, stop-work orders, cease and desist orders, or other actions.

Property Owner _____ Date _____

Applicant _____ Date _____

Landscape Documentation Package Review

**New construction projects with an aggregate landscape area equal to or greater than 500 sq. ft.*

**Rehabilitated landscape projects with an aggregate landscape area equal to or greater than 2,500 sq. ft.*

A. Project Location

Project Street Address _____

Project City, State, Zip _____

Parcel or lot number(s) if available _____

B. Application Information

Submittal Date _____

Application Number _____

C. Applicant Information

Applicant Name _____

Title _____

Company _____

Phone Number _____

Email Address _____

Street Address _____

City, State, Zip _____

D. Property Owner (or Designee) Information

Name _____

Title _____

Company _____

Phone Number _____

Fax Number _____

Email Address _____

Street Address _____

City, State, Zip _____

**The Performance Pathway requires more detailed construction documents and specific design requirements for planting, irrigation, and grading. It is intended for larger scale, residential and commercial projects. It also allows more flexibility in design than the Prescriptive Pathway. It applies to public and private projects that require a building or landscape permit, plan check or design review*

E. Project Type & Size

The information in this section must be provided in an annual report from the permitting agency to the State Department of Water Resources.

Total Landscape Area _____

☐ New Construction or ☐ Renovation/Rehabilitation

☐ Public or ☐ Private

☐ Single-family Residential

☐ Stand-alone Dwelling

☐ Landscape Architect/Designer

☐ Home Owner Installed

☐ Production Homes, Number of Units: _____

☐ Commercial/Institutional

☐ Cemetery

☐ Multifamily Residential Number of Units: _____

F. Water Supply Type

Types of water used for irrigation (Check all that apply)

☐ Potable

☐ Recycled water from a municipal source

☐ Well water

☐ On-site greywater

☐ On-site rainwater

Name of Water Purveyor (if applicable) _____

G. Landscape Documentation Package Submittals

APPLICANT	ITEM	REVIEWER		NOTES
		PASS	FAIL	
☐	1. Project Information	☐	☐	
☐	2. Water Budget/Water Use Calculator	☐	☐	
☐	3. Soil Management Report (if significant mass grading is planned, submit after construction)	☐	☐	
☐	4. Landscape Design Plan, plant legend and specifications	☐	☐	
☐	a. The following statement is on the plan and signed by the appropriate party: "I have complied with the criteria of the ordinance and applied them for the efficient use of water in the Landscape Design Plan."	☐	☐	
☐	5. Irrigation Design Plan	☐	☐	
☐	a. The following statement is on the plan and signed by the appropriate party: "I have complied with the criteria of the ordinance and applied them for the efficient use of water in the Irrigation Design Plan."	☐	☐	
☐	6. Hydrozone Plan (see Irrigation Design Plan or Landscape Design Plan)	☐	☐	
☐	7. Grading Design Plan	☐	☐	
☐	a. The following statement is on the plan and signed by the appropriate party: "I have complied with the criteria of the ordinance and applied them for the efficient use of water in the grading design plan."	☐	☐	

"I agree to comply with the requirements of the Water Efficient Landscape Ordinance and submit a complete Landscape Documentation Package"

Signature: _____

Signed by licensed landscape architect or licensed landscape contractor

H. Water Use Worksheet/ Calculator

APPLICANT	ITEM	REVIEWER		NOTES
		PASS	FAIL	
☐	1. The Estimated Total Water Use (ETWU) does not exceed the Maximum Applied Water Allowance (MAWA) § 492.6 (a)(1)(A)	☐	☐	
☐	2. ET adjustment factor (ETAF) is 0.55 for residential projects or 0.45 for non-residential projects	☐	☐	
☐	3. Reference Evapotranspiration (ET _o) is correct for geographic area (Appendix A - Reference Evapotranspiration (ET _o) Table § 492.4 (a)(1))	☐	☐	
☐	4. Majority of landscape area should have plant factors of low to moderate (0.1 - 0.6)	☐	☐	
☐	5. Verify that Special Landscape Areas (SLA's) have an ETAF of 1.0	☐	☐	
	6. Cross check that the irrigation efficiency (IE) used on the worksheet matches the irrigation being used in the irrigation plan (drip = .81 and spray = .75)	☐	☐	
☐	7. Cross check that SLA's are identified on the landscape plans as areas dedicated solely to edible plants, recreational areas, or areas/water features irrigated with recycled water.	☐	☐	
☐	8. If swimming pools are in landscape plans, verify the following in the water budget/water use calculator for:	☐	☐	
☐	a. Residential single family homes: Check that plant factor used = 1.0 and irrigation efficiency = 1.0	☐	☐	
☐	b. Non-residential projects and recreational areas of common interest residential developments: Pools may be included as an SLA	☐	☐	

I. Soil Management Report

APPLICANT	ITEM	REVIEWER		NOTES
		PASS	FAIL	
☐	1. Attach soil analysis report of the soil in planting areas from a soil lab if there is no mass grading during construction (otherwise submit report after construction with Certificate of Completion)	☐	☐	
☐	2. The soil sample follows laboratory protocol and includes:	☐	☐	
☐	a. Soil texture	☐	☐	
☐	b. Infiltration rate	☐	☐	
☐	c. pH	☐	☐	
☐	d. Total soluble salts	☐	☐	
☐	e. Sodium	☐	☐	
☐	f. Percent soil organic matter	☐	☐	
☐	g. Amendment recommendations	☐	☐	
☐	i. Including use of compost at a minimum of 4 cubic yards per 1,000 sf, OR at a rate sufficient to bring soil organic matter up to 6% by dry weight	☐	☐	

J. Hydrozones (see Landscape Design Plan or Irrigation Design Plan)

APPLICANT	ITEM	REVIEWER		NOTES
		PASS	FAIL	
☐	1. Hydrozone information on the water use worksheet/calculator matches landscape plans	☐	☐	
☐	a. Hydrozones are delineated and marked by number, letter or other designation	☐	☐	
☐	b. Hydrozones are identified as low, moderate, high water or mixed water use	☐	☐	
☐	c. No hydrozone has a mix of high (PF = 0.7 – 1.0) and low (PF= 0.1 – 0.3) water use plants.	☐	☐	
☐	d. No plant with a plant factor 0.7 or greater is located in street medians	☐	☐	
☐	2. Water features shown on landscape plans are included as high water use hydrozones in the plans and in the water budget/water use calculator	☐	☐	
☐	3. Temporarily irrigated areas are included in the low water use hydrozones on the plans and on the water budget/water use calculator	☐	☐	

K. Landscape Design Plan

APPLICANT	ITEM	REVIEWER		NOTES
		PASS	FAIL	
☐	1. Plant legend lists common name, botanical name, quantities, mature plant size, water use or plant factor of each plant, and source of information for plant water use	☐	☐	
☐	2. Hardscapes are labeled as pervious or non-pervious	☐	☐	
☐	3. Stormwater treatment areas, including type, size and installation details, are labeled as applicable	☐	☐	
☐	4. Rain harvesting or catchment technologies are labeled as applicable	☐	☐	
☐	5. Graywater discharge piping, system components and area(s) of distribution are labeled as applicable	☐	☐	
☐	6. If SLA's are on the water budget/water use calculator, verify that the plans note the following:	☐	☐	
☐	a. Recreational areas (excluding private single family residential areas)	☐	☐	
☐	b. Areas dedicated solely to edible plants	☐	☐	
☐	c. Areas irrigated with recycled water, if applicable	☐	☐	
☐	7. Invasive Plants: Plant legend shows no plant species listed by the California Invasive Plant Council's "Don't Plant a Pest" brochure as invasive in the San Francisco Bay Area http://cal-ipc.org/landscaping/dpp/	☐	☐	
☐	8. Plant factors used on the plant legend are noted from WUCOLS or approved horticultural researchers	☐	☐	
☐	9. Mature plant spread is noted for each species as well as the published third-party reference	☐	☐	
☐	10. Plants located adjacent to buildings, sidewalks, roads or obstructions are installed to accommodate their minimum spread according to the plant legend	☐	☐	

L. Water Features (skip if not included)

APPLICANT	ITEM	REVIEWER		NOTES
		PASS	FAIL	
☐	1. Water features are shown, including type and surface area	☐	☐	
☐	2. Notes state “recirculating water systems shall be used for water features”	☐	☐	
☐	3. Use of recycled water is noted if used	☐	☐	
☐	4. Single-family residential projects only: new swimming pools are shown as water features and included in water use calculations as a high water use hydrozone	☐	☐	
☐	5. All other projects: new swimming pools are shown as water features and identified as an SLA	☐	☐	

M. Soil, Compost and Mulch

APPLICANT	ITEM	REVIEWER		NOTES
		PASS	FAIL	
☐	1. Mulch: Check that 3 inches of recycled content mulch is specified on planting soil in plans or notes. Exceptions:	☐	☐	
☐	a. Up to 5% of the landscape area may be left bare to provide habitat for ground dwelling pollinators	☐	☐	
☐	b. No mulch is required in turf areas or direct seeding applications	☐	☐	
☐	c. If hydroseeding, the mulching portion of the slurry meets the mulch requirement	☐	☐	
☐	d. If wood mulches are prohibited by local fire regulations	☐	☐	
☐	2. Recycled content mulch is tree trimmings, arbor mulch, pallet mulch or composted mulch.	☐	☐	
☐	3. Compost: Check notes or specifications to verify compost is applied at a minimum rate of 4 CY/1,000 sf or at a rate to bring soil organic matter up to 6% by dry weight as indicated in Soil Report	☐	☐	
☐	a. Construction documents specify that compost is incorporated at least 6 inches deep	☐	☐	
☐	b. Check notes or specifications to verify quality organic compost (CDFA-registered Organic Compost or OMRI-certified Compost) is applied.	☐	☐	

N. Irrigation Design Plan

APPLICANT	ITEM	FOR REVIEWER		NOTES
		PASS	FAIL	
☐	1. Check for the following notes on the irrigation plans:	☐	☐	
☐	a. “Pressure regulating devices are required if water pressure is below or exceeds the recommended pressure of the specified irrigation devices.”	☐	☐	
☐	b. “Check valves or anti-drain valves are required on all sprinkler heads where low point drainage could occur.”	☐	☐	

APPLICANT	ITEM	FOR REVIEWER		NOTES
		PASS	FAIL	
☐	c. "Irrigation system is designed to prevent runoff, low head drainage, overspray, or other similar conditions where irrigation water flows onto non-targeted areas."	☐	☐	
☐	2. Automatic irrigation controllers that are ET-based or soil moisture-based	☐	☐	
☐	3. Sensors that shut off the irrigation controller during unfavorable weather conditions - sensors for rain, freezing temperatures (if necessary), and wind (if necessary)	☐	☐	
☐	4. Manual shut-off valve (gate, ball, butterfly valve) located as close as possible to the point of connection	☐	☐	
☐	5. Master shut-off valve. Exception: Individual control of individually pressurized sprinklers in a system with low pressure shut down features	☐	☐	
	6. Check that a dedicated water meter or submeter for the landscape is installed as applicable. Applicability:			
☐	a. Non-residential projects: Greater than 1,000 sf landscape area	☐	☐	
☐	b. Residential projects: Greater than 5,000 sf landscape area	☐	☐	
☐	7. Check for flow sensors for landscapes 5,000 sf or greater	☐	☐	
☐	8. Check for static water pressure at point of connection	☐	☐	
☐	9. Location, type and size of the following:			
☐	a. Water meters	☐	☐	
☐	b. Backflow prevention devices	☐	☐	
☐	b. Main lines	☐	☐	
☐	c. Lateral lines	☐	☐	
☐	d. Valves (stations), including:	☐	☐	
☐	I. Flow rate (gpm)	☐	☐	
☐	II. Application rates (in/hr)	☐	☐	
☐	III. Design operating pressure (pounds per square inch) for each station	☐	☐	
☐	e. Sprinkler heads	☐	☐	
☐	10. No spray heads are located within 24 inches of non-permeable surface	☐	☐	
☐	11. Sprinkler heads and other emission devices have matched precipitation rates	☐	☐	
☐	12. Swing joints or other riser protection provided in high traffic areas and areas near hardscape	☐	☐	
☐	13. Cross-check landscape plan and irrigation plan to verify that low volume irrigation (drip, drip lines, and bubblers) are used in mulched planting areas (no spray irrigation)	☐	☐	
☐	14. Check that planting areas less than 10 feet in width are irrigated with subsurface irrigation or other means that produce no runoff or overspray	☐	☐	
☐	15. Trees are on separate valves	☐	☐	
☐	16. Biotreatment areas are on separate valves	☐	☐	
☐	17. Irrigation design matches hydrozones shown on Landscape Design Plan	☐	☐	

"I have complied with the criteria of the ordinance and applied them accordingly for the efficient use of water in the Irrigation Design Plan."

Signature: _____

Signed by licensed landscape architect, certified irrigation designer or licensed landscape contractor

O. Grading Design Plan

APPLICANT	ITEM	REVIEWER		NOTES
		PASS	FAIL	
☐	1. Check the grading plan for the finished configurations and elevations of the landscape area including:	☐	☐	
☐	a. Height of graded slopes	☐	☐	
☐	b. Drainage patterns	☐	☐	
☐	c. Pad elevations	☐	☐	
☐	d. Finish grade	☐	☐	
☐	e. Stormwater retention improvements (if applicable)	☐	☐	
☐	2. On slopes greater than 25%, cross-check the Irrigation Design Plan to verify:	☐	☐	
☐	a. Slopes are not irrigated with an application rate exceeding 0.75 inches per hour	☐	☐	

P. Required Statements and Certification

APPLICANT	ITEM	REVIEWER		NOTES
		PASS	FAIL	
☐	1. Check for the following notes on plans:	☐	☐	
☐	a. "A diagram of the irrigation plan showing hydrozones shall be kept with the irrigation controller for subsequent management purposes."	☐	☐	
☐	b. "A Certificate of Completion shall be filled out and certified by either the designer of the landscape plans, the designer of the irrigation plans, or the licensed landscape contractor for the project."	☐	☐	
☐	c. "An irrigation audit report shall be completed at the time of final inspection."	☐	☐	
☐	d. "A landscape waste diversion plan shall be completed and submitted with the Certificate of Completion."	☐	☐	

Q. Additional Submittals

Applicant: Be prepared to provide these additional submittals at completion of landscape construction:

1.	Certificate of Completion
2.	Completed Irrigation Audit and documents verifying that recommended repairs were completed.
2.	Landscape Waste Diversion Report (can be submitted separately if building construction is a part of the project)
3.	“As-builts” or record drawings, if changes were made to approved landscape documents
4.	Irrigation schedule, landscape maintenance schedule, landscape irrigation audit report
5.	Soil Management Report if not submitted previously and provide documents that soil analysis recommendations were used to amend the planting soil, such as delivery tags and receipts for compost and mulch
6.	For projects 500 to 2,500 sf complying with Appendix D
a.	Prescriptive Path (Appendix D) Checklist
b.	Landscape Design Plan

Required Changes, Questions and Comments

For Agency

Date Reviewed

Follow-up Required

Item #	Required changes, questions or comments	Resolved

This document was developed by:





PROJECT INFORMATION FORM (PIF)

THE FOLLOWING IS TO BE COMPLETED BY THE PROJECT APPLICANT:

PROJECT INFORMATION FORM			
1.	PROJECT DESCRIPTION:		
2.	PROJECT LOCATION:		
3.	LAND USE: _____ SIZE/DENSITY: _____		
4.	ZONING AND LAND USE CONSISTENT WITH ADOPTED GENERAL PLAN?	☐ Yes	☐ No
5.	PROJECT LOCATED IN TRANSIT PRIORITY AREA¹ , SMART GROWTH OPPORTUNITY AREA², OR LOW VMT AREA³?	☐ Yes	☐ No
6.	PROJECT TRIP GENERATION: _____ADT	☐ < 200 ADT ☐ ≥ 200 ADT ☐ ≥ 1,000 ADT ☐ ≥ 2,400 ADT	
ATTACHMENTS			
A.	PROJECT LOCATION MAP	☐ Attached	
B.	PROJECT TRIP DISTRIBUTION	☐ Attached	
C.	PROJECT TRIP ASSIGNMENT	☐ Attached	

1) Projects located in a TPA must be able to access the transit station within a ½ mile walking distance or 6 minute walk continuously without discontinuity of sidewalk or obstructions to the route. Qualifying transit stops means a site containing an existing rail transit station served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods (OPR, 2017). A high-quality transit corridor may also be considered if a corridor with fixed route bus service has service intervals no longer than 15 minutes during peak commute hours (OPR, 2017). See Appendix B.

(2) See Appendix B.

(3) Based on the most recent SANDAG SB 743 Screening Map. Example shown in Appendix C.

TO BE COMPLETED BY CITY STAFF AND RETURNED TO PROJECT APPLICANT

PROJECT STUDY REQUIREMENTS				
1)	Does the project require a CEQA VMT analysis?	☐ Yes	☐ No	☐ Incomplete ⁽¹⁾
	A. If yes, does the project require a SANDAG Model Run?	☐ Yes	☐ No	
2a)	Does the project require a Local Transportation Study?	☐ Yes	☐ No	☐ Incomplete ⁽¹⁾
OR				
2b)	Does the project require a Local Transportation Assessment?	☐ Yes	☐ No	☐ Incomplete ⁽¹⁾

⁽¹⁾ Incomplete application or additional information is needed to determine study requirements.