

CITY OF POWAY
DEVELOPMENT SERVICES DEPARTMENT
PLANNING DIVISION

SOUTH POWAY BUSINESS PARK
DEVELOPMENT REVIEW REQUIREMENTS
ADMINISTRATIVE APPROVAL

Before submitting your DR to the Development Services Department you are encouraged to contact the Planning Division to get clarification on the City submittal requirements specified below. Be advised that incomplete application submittals cannot be accepted for processing. Also, be advised that depending on the type and location of the project, additional special studies and/ or reports may be required. Applications can be submitted anytime during business hours, appointments to submit are not required. If you would like to submit your application by appointment directly to a staff planner, you may by appointment. For questions and appointments, please call the Planning Division at (858) 668-4600.

STANDARD FILING REQUIREMENTS

SPECIFIC INFORMATION

The following information and materials shall accompany a Uniform Application at the time of submittal. If this application is being submitted concurrently with a Conditional Use Permit, do not duplicate requirements. If unsure, contact the Planning Division.

1. Six (6) sets of plans, which shall include a detailed site plan, illustrative site plan, floor plan, conceptual grading plan, natural features map, and illustrative building elevations. These plans shall include the information specified under General Requirements.

NOTE: Additional copies of the plans may be required during the process to reflect additional information needed to complete the project review.

2. One (1) 8½ " x 11" reduction for each sheet in the set.
3. An 8½ " x 11" building materials sample board.
4. Payment of Application Fees (Fees are not refundable).
5. Evidence of legal parcel (check one):
 Copy of Recorded Map Division of Land Plat
 Certificate of Compliance Grant Deed for parcel created prior to February 1972.
6. Two (2) copies of a current Preliminary Title Report (If the title report is more than six months old, written verification in the form of a letter from the legal owner is needed stating that no easements have been recorded against the property.)

7. Public Notice Requirements:

- a. Property ownership list (typed) and obtained from the latest equalized assessment roll issued by the San Diego County Assessor.
- b. From the property ownership list, two (2) sets of typed, self-adhesive address sheet labels (Avery or similar), listing the Assessor's Parcel number, names, and addresses of all property owners adjacent to the subject property (see example provided).
- c. A radius map drawn on the Assessors Parcel Map(s), and spliced together (where necessary) into an 8½ " x 11" format, indicating the subject property and showing all adjacent properties (see example provided).

PLANS FORMAT:

- Drawn on uniform size sheets no greater than 24" x 36".
- Site and grading plans to be drawn to engineering scale of 1" = 10', 20' or 30'. Alternative scales may be accepted if authorized by the City before submittal of the plans. Building elevation to be prepared to an appropriate architectural scale.
- Site and grading plans to be oriented with north at the top of sheet and oriented consistently within the set of plans.
- Plans to be collated into sets, stapled together along the left margin, and folded to approximately an 8½ " x 11" format. Plan sets greater than 10 sheets are not required to be folded.
- Plans must be clear, legible, and scaled accurately.

INFORMATION TO BE SHOWN ON THE PLANS:

Detailed Site Plan

- North arrow, engineering scale used, address, and Assessor Parcel Number (APN).
- Name and address of Applicant, Engineer, Architect, Designer.
- Written project description that includes the existing square footage (if applicable) and proposed square footage.
- Property lines, lot dimensions, and all existing (and any proposed) easements.
- Dimensioned locations of access, both pedestrian and vehicular, and points of ingress and egress. Distinguish between existing and proposed, and specify surface materials.
- Off-street parking and loading areas showing location, number, and typical dimensions of spaces and wheel stop placement. Internal circulation pattern.
- Show all proposed and existing buildings/structures. Dimension distances between buildings/structures and label building setbacks (front, rear, sides).
- Location of light fixtures and typical beam spread examples.
- Existing curbs, gutters, sidewalks, and existing paving widths within 100 feet on adjacent and across-the-street properties. Include dimensions.
- Nearest cross streets on both sides, with plus or minus distances from subject site.
- A vicinity map showing closest major cross streets, zoning, and existing land use.
- Existing and proposed contour lines (if no separate grading plan is submitted).
- Slopes and natural features (rock outcroppings, trees, etc.).
- Flood plain information.
- Location, height, and materials of walls and fences (sections if required).

- All driveways to scale on adjacent and across-the-street properties for a distance of 100 feet beyond the limits of subject site.
- Location of all buildings within 100 feet of proposed property lines.
- Existing sewer or proposed sewer. If applicable, description of septic system location.
- Any existing drainage courses or storm drains on or within 100 feet of the site.
- Existing and nearest fire hydrants.
- Distances from all sides of proposed building(s) to any building offsite within 150 feet.
- Vegetative Fuel Management Plan in accordance to the City Landscape and Irrigation Design Manual (see attached example).

Floor Plans

- Architectural scale used.
- All interior spaces in the building and other buildings on site with labels indicating the use of the space.

Building Elevations

- Architectural scale used and building height labeled.
- All sides of existing and proposed buildings and structures.
- Elevations to note exterior building materials/finishes, roofing material, and colors.

Conceptual Grading Plan

- North arrow and engineering scale used.
- Finished floor elevation of all proposed structures and finished pad elevations.
- Driveway -- percentage of slope.
- General locations of created slopes (cut and fill).
- Contour interval of five feet or less to be used as base for existing site topography.
- Clearly distinguish proposed cut vs. fill areas and existing/proposed contours.
- If the area of disturbance is close to or greater than 1 acre, provide a calculation of the area.
- Calculation of pervious vs. impervious site surface areas pre- and post-construction.
- Erosion control measures (e.g., slope landscaping).
- Natural drainage and natural areas to be preserved.
- Location of retaining walls, drainage channels, and existing structures.
- Location, elevation, and size of proposed building pads.
- Existing building pad elevations on adjacent and across-the-street properties.

HOMEOWNERS ASSOCIATION / ARCHITECTURAL REVIEW COMMITTEE

NOTIFICATION FORM

THE FOLLOWING IS TO BE COMPLETED BY THE APPLICANT:

TO: _____ DATE: _____
Homeowner's Association/Architectural Review Committee

FROM: _____
Applicant(s) – PLEASE PRINT

SUBJECT: *Development Proposal*

Applicant(s) propose(s) to construct/establish:

DESCRIPTION OF PROJECT: _____

Location/Address: _____

Zoning: _____ Number of Units/Structures: _____

Gross square footage of project: _____ Maximum Height: _____

- *Applicant shall attach a set of the project plans*

THE FOLLOWING IS TO BE COMPLETED BY A REPRESENTATIVE OF THE HOMEOWNER'S ASSOCIATION/ARCHITECTURAL REVIEW COMMITTEE:

The Homeowner's Association/Architectural Review Committee has received a copy of the plans and general description of the project listed above.

Name: _____ Please Print ARC/HOA Name: _____

Phone Number: _____

Signature : _____ Date : _____

NOTE TO HOMEOWNER'S ASSOCIATIONS

Please submit any comments or suggestions your organization may have to the City of Poway Development Services Department, Planning Division, 13325 Civic Center Drive. Your comments should be returned within 10 days of the date you receive this notification so that your input can be included in the City of Poway's evaluation of this project. For more information, please call the Development Services Department, Planning Division at (858) 668-4600.

**CITY OF POWAY
LEAD AGENCY**

HAZARDOUS WASTE AND SUBSTANCE STATEMENT

Certification of Compliance with Government Code Section 65962.5

Pursuant to Government Code Section 65962.5f, this statement must be completed and signed by the applicant before an application can be deemed complete for any type of development projects.

I certify that I have consulted the lists compiled pursuant to Government Code section 65962.5 and that the development project and any alternatives proposed in this application located at:

Street Address Assessor Parcel Number

City State Zip Code

is (are) **not** on the most recent lists compiled pursuant to Section 65962.5 of the Government Code.

is (are) on the following most recent lists compiled pursuant to Section 65962.5 of the Government Code as noted below.

| | List | Regulatory ID. No. | Date of List |
|----|-------|--------------------|--------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |

Signature of Applicant Date

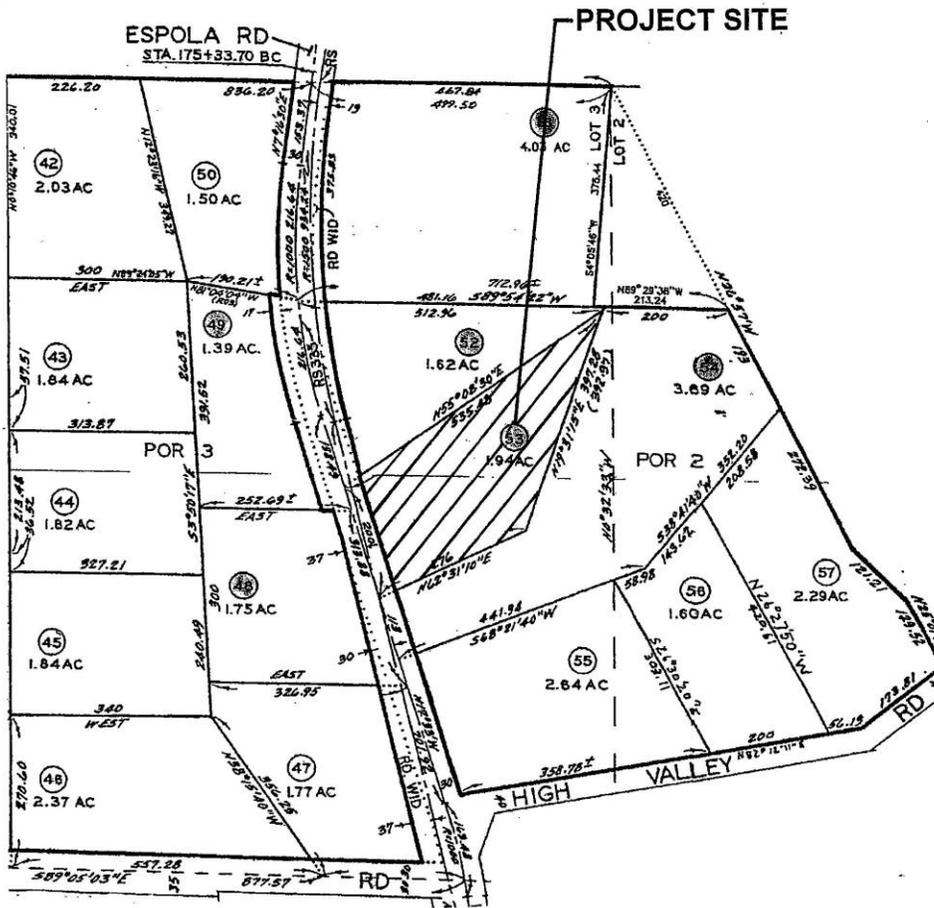
Applicant's Name, Printed Telephone Number

Address City State Zip Code

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EXAMPLE

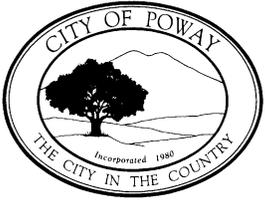
ADJACENT PROPERTIES



EXAMPLE
PROPERTY OWNERSHIP LIST

| | |
|---|--|
| 317-110-33 Union Steel Company P.O. Box 58 Tax Department Oakland, CA 94604 | 317-111-16 Olson, Roger 17876 Gate Drive Poway, CA 92064 |
| 317-110-16 Dean, Stephen, and Kristen 12364 Gate Drive Poway, CA 92064 | 317-111-15 Miller Investment Company 10437 Broadway Street El Cajon, CA 92031 |
| 317-110-59 Kellogg, Mark L., and Susan 12366 Gate Drive Poway, CA 92064 | 317-111-14 Howell, Michael and Laura G. 4465 Sixth Avenue Santa Ana, CA 98504 |
| 317-110-58 Western Mortgage Company 10469 Santa Monica Blvd. Los Angeles, CA 90003 | 317-110-70 Graham, Robert and Elizabeth 17888 Gate Drive Poway, CA 92064 |
| 317-110-37 Jones, Marcus G. and Kathy 12370 Gate Drive Poway, CA 92064 | 317-110-62 Foote, William D. and Irma 17900 Gate Drive Poway, CA 92064 |
| 317-110-45 Smith, Ronald and Susan 12888 Gate Drive Poway, CA 92064 | 317-110-69 Walker, Marcus 18010 Gate Drive Poway, CA 92064 |
| 317-110-56 Roberts, John and Virginia 12902 Gate Drive Poway, CA 92064 | 317-110-71 Jones, Thomas C. and Carole S. 18550 Gate Drive Poway, CA 92064 |

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Planning Division Application

**City of Poway, Development Services Department
13325 Civic Center Drive
Poway, CA 92064 (858) 668-4600**

FOR CITY USE ONLY

File Number _____
Application Date _____
Related File(s) _____
Fees _____
Receipt _____
Staff Planner _____

Proposed Project Name _____

Property Address and APN _____

REVIEW REQUESTED

- CONDITIONAL USE PERMIT
- DEVELOPMENT REVIEW
- DEVELOPMENT AGREEMENT
- EXTENSION OF TIME FOR _____
- GENERAL PLAN AMENDMENT
- MINOR CONDITIONAL USE PERMIT
- MINOR DEVELOPMENT REVIEW
- MODIFICATION TO _____

- PRE-APPLICATION
- SPECIFIC PLAN
- SPECIFIC PLAN AMENDMENT
- TENTATIVE PARCEL MAP
- TENTATIVE TRACT MAP
- UNDERGROUND WAIVER
- VARIANCE
- ZONE CHANGE
- ZONING ORDINANCE AMENDMENT
- OTHER _____

COMPLETE PROJECT DESCRIPTION

THIS SECTION MUST BE COMPLETED---

APPLICANT/ PROPERTY OWNER'S REPRESENTATIVE

Name _____

Mailing Address _____

City, State, Zip _____

Telephone _____

Email _____

I CERTIFY THAT I AM THE LEGAL OWNER'S REPRESENTATIVE AND THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE and DATE

PROPERTY OWNER

Name _____

Mailing Address _____

City, State, Zip _____

Telephone _____

Email _____

I CERTIFY THAT I AM THE LEGAL OWNER AND THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE and DATE