

**CITY OF POWAY
DEVELOPMENT SERVICES DEPARTMENT
PLANNING DIVISION**

**MINOR DEVELOPMENT REVIEW APPLICATION
STANDARD APPLICATION REQUIREMENTS**

The following types of projects require the processing, and approval, of a Minor Development Review Application (MDRA) before a Building Permit application can be accepted by the City:

- A new single-family home. (Multiple new homes that are part of a tract housing project require a Development Review Application).
- A single family home addition/remodel which results in 750 square feet, or more, of habitable space.
- A detached, non-habitable, accessory structure that exceeds 1,500 square feet on a residential lot less than 2 acres.
- Unlighted recreational courts.
- Additions to commercial buildings which are less than 10,000 square feet or 25 percent (25%) of the existing square footage, whichever is more restrictive.
- Significant exterior renovations to commercial buildings.
- Above ground public utility boxes that have a dimension of greater than 36 inches in any direction or any utility box within 100 feet of an existing utility box.
- Other ground mounted equipment on commercial and industrial lots that are not enclosed within a wall or fence.
- Telecommunication facilities located within the South Poway Business Park.
- Amateur radio antennas up to 35 feet in height.

Before submitting your MDRA 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 pertaining to biological or archeological resources, grading in hillside areas, and/or storm water quality 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.

SUBMITTAL REQUIREMENTS:

1. Four (4) sets of plans which include a detailed site plan, conceptual grading plan, floor plan, and building elevations. Required plan format and information are specified on the following pages.

NOTE: Revised copies of the plans may be required during the review process to address additional information, or corrections, that are needed to complete the review. You will be advised of additional information and/or corrections in writing within 30 days of the submittal of the application.

2. Two (2) additional full sized copies of the detailed site plan.
3. One (1) 8 ½ " x 11" size copy of the site plan and the conceptual grading plan.

4. Evidence of legal parcel (check one):

- _____ Copy of Recorded Map _____ Division of Land Plat
_____ Certificate of Compliance _____ Grant Deed for parcel created prior to Feb. 1972

5. Two (2) copies of a current Preliminary Title Report.

6. A completed Homeowner's Association Notification form, signed by an authorized representative of the Association or Architectural Review Committee, indicating that a set of plans has been submitted for their review.

7. Payment of Application Fees. Consult the latest Master Fee Schedule for current fees.

8. 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 8 ½ " 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 8 ½ " x 11" format. Plans 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 which includes the existing square footage of habitable and non-habitable space (if applicable) and proposed square footage of habitable and non-habitable space.
- 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 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 off-site 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 rooms (existing if applicable and proposed) in the building and other buildings on site with labels indicating the use of the room, i.e. kitchen, living room, bedroom, garage, storage etc.

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 location 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 area 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*
_____ propose(s) to construct/establish:
Applicant(s)

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.

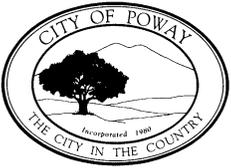
Name: _____ ARC/HOA Name: _____
Please Print

Phone Number: _____

Signature : _____ Date : _____

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



City of Poway
13325 Civic Center Dr
Poway, CA 92064
(858) 668-4600
www.poway.org

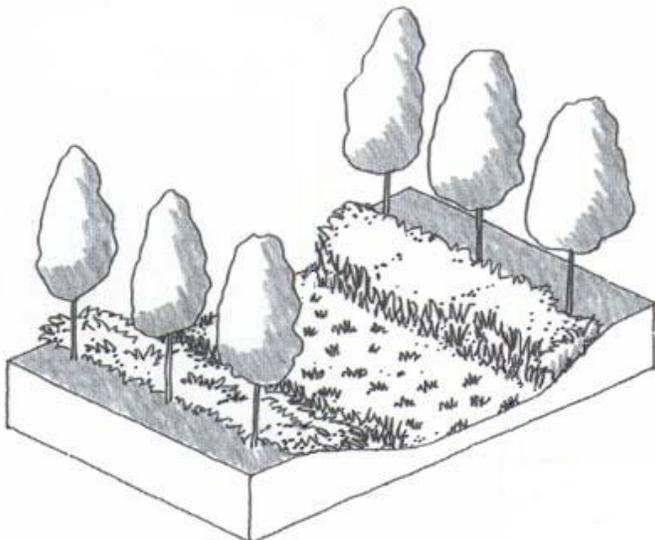
Understanding and Meeting Standard Urban Storm Water Mitigation Plan (SUSMP) Requirements

What Is SUSMP?

The Standard Urban Storm Water Mitigation Plan (SUSMP) was adopted by the City of Poway to meet a requirement of the Municipal Storm Water Permit from the California Regional Water Quality Control Board. Because anything that enters the storm drain system flows directly to creeks, lakes, and the ocean, SUSMP is intended to reduce post-construction urban runoff and water pollution from types of projects considered most likely to cause runoff or pollution.

How Does Development Increase Urban Runoff and Water Pollution?

Any type of development can generate pollutants such as trash, oil leaking from cars, fertilizers, pesticides, and more. In addition, replacing areas where plants normally grow with impervious surfaces, such as pavement or buildings, reduces the amount of storm water that can soak into the ground and increases runoff. Increased runoff can cause erosion problems and also carries pollutants into the storm drain system, where they flow untreated into creeks, lakes, and the ocean.



How Do I Know Whether My Construction Project is Subject to SUSMP Requirements?

A project is subject to SUSMP requirements if it falls in any of the following categories:

- ◆ Residential development of ten or more units
- ◆ Commercial development greater than 100,000 ft²
- ◆ Automotive repair shop
- ◆ Restaurant
- ◆ Steep hillside development >5,000 ft²
- ◆ Creation of ≥2,500 ft² of impervious surface with discharge of runoff to an Environmentally Sensitive Area
- ◆ Parking lot >5,000 ft² or with >15 parking spaces
- ◆ Street, road, highway, or freeway that adds ≥5,000 ft² of new paved surface
- ◆ Significant redevelopment that adds ≥5,000 ft² of new impervious surface

What is the City Looking for When Reviewing My Plans?

The City will check to see that the applicant has identified all of the pollutants that could be generated by the proposed development, as well as any pollutants that already impair the quality of the water body to which the project drains. The drainage study report will be reviewed to ensure that the effects of the project on the rate and volume of runoff are identified.

The City will then check to ensure that each potential pollutant and all flow issues are addressed through the use of three types of Best Management Practices (BMPs):

- ◆ Site Design (minimizing increases in runoff);
- ◆ Source Control (reducing the amount of pollution generated); and
- ◆ Treatment Control (removing pollutants from runoff).



How Can the Project Design Help Reduce Urban Runoff and Pollution?

Streets, sidewalks, and parking lot aisles should be kept as narrow as standards allow. Minimizing impervious surfaces and conserving natural areas and natural drainage systems reduces runoff and helps filter some types of pollutants. Making sure that all impervious surfaces drain to landscaped areas also helps storm water to soak into the ground rather than running off into the drainage system.

What Can I Do to Reduce the Amount of Pollution My Project Creates?

Cover all outside storage containers, trash bin structures, fueling and maintenance areas, and similar areas, and design them to ensure they prevent contact between potential pollutants and storm water. Hillside should be landscaped to prevent erosion. Stenciling storm drains reduces illegal dumping and reminds everyone that whatever goes into the storm drain will flow untreated into waterways.

How Can I Remove Pollutants from the Runoff?

Grassy swales, constructed wetlands, and infiltration structures can act as biofilters to remove pollutants from runoff. Detention basins allow suspended pollutants to settle out, where they can

be properly disposed of later. In some cases, filtration systems or drainage inserts can be used to filter pollutants from flowing into storm drains or other bodies of water.

Who Is Responsible for Maintaining the BMPs?

To be effective at reducing pollution, BMPs must be maintained regularly. For all private projects, it is the owner's responsibility to maintain the BMPs in perpetuity. The City periodically inspects BMPs to ensure they continue to function as designed.

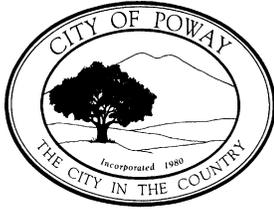
Where Can I Get More Information?

The full text of the SUSMP requirements can be found in Chapters 16.100 through 16.109 of the Poway Municipal Code (PMC). The PMC is available on the City's web site at www.poway.org. Handbooks that explain the design and implementation of BMPs can be found at <http://www.cabmphandbooks.com>.

For more information, please contact Development Services at (858) 668-4600, or visit the Development Services counter on the first floor of Poway City Hall at 13325 Civic Center Drive, Monday through Friday, 8:00 a.m. to 5:00 p.m.

**A Clean Environment Is
Important to All of Us!**

Designing, constructing, and maintaining development projects in accordance with the SUSMP requirements helps to reduce the amount of pollution that enters creeks, lakes, and ultimately the ocean. Thank you for helping to conserve Poway's natural resources for future generations.



CITY OF POWAY

Development Services Department Planning Division Application

13325 Civic Center Drive
Poway, CA 92064
(858) 668-4600 FAX (858) 668-1211

FOR CITY USE ONLY

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

■ SITE INFORMATION

Name of Project _____
Property Address _____
APN _____
Zoning _____

Existing Square Footage _____ Proposed
Hazardous Material Site (circle one) YES NO
Site Acreage _____
Redevelopment Area (circle one) YES NO

■ REVIEW REQUESTED

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

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

■ COMPLETE PROJECT DESCRIPTION

THIS SECTION MUST BE COMPLETED---

■ PROPERTY OWNER'S REPRESENTATIVE/APPLICANT

■ PROPERTY OWNER

Name _____
Mailing Address _____
City, State, Zip _____
Telephone _____
E-Mail _____

Name _____
Mailing Address _____
City, State, Zip _____
Telephone _____
E-Mail: _____

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

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

SIGNATURE and DATE

SIGNATURE and DATE