The following specific information and material shall accompany the application form at the time of submittal. Applications will not be considered complete unless all requirements have been met.

**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 Minor Development Review Application, do not duplicate requirements. If unsure, contact the Planning Division.

1. Six (6) sets of plans which include a detailed illustrative site plan, floor plan 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. Payment of Application Fees *(Fees are not refundable)*.

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 February 1972.

5. 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.

6. Statement of precise nature of variance and difficulty or hardship, which would result from a strict interpretation of the specified regulation. Also, any other information related to the required findings (see attached form pg. 3).

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 within 500 feet of the exterior boundaries of 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 with a 500 foot radius drawn around the property (see example provided).

If deemed necessary by the project planner:

8. Part I of the Initial Study (Environmental Assessment) and Environmental Determination fee.


GENERAL REQUIREMENTS

PLAN PREPARATION

1. All plans shall be drawn on uniform size sheets no greater than 24” x 36”.

2. All site and grading plans shall be drawn to an engineering scale not to exceed 1” = 20’, with a north arrow oriented to top of sheet.

3. All plans shall be stapled together along the left margin, into sets, and shall be folded to approximately an 8 ½ ” x 11” format.

4. All plans must be clear, legible, and scaled accurately.

PLAN DESCRIPTION

DETAILED SITE PLAN SHALL INCLUDE THE FOLLOWING:

1. Name and address of: Applicant, Engineer, and/or Architect.

2. Property lines and lot dimensions.

3. Assessor Parcel Number(s), Lot-Block Number and Map Number.

4. Dimensioned locations of access, both pedestrian and vehicular, showing service areas and points of ingress and egress.

5. The proposed variance.

6. Off-street parking and loading areas showing location, number and typical dimensions of spaces, and wheel stop placement. Internal circulation pattern.

7. Distances between buildings and/or structures.

8. Building setbacks (front, rear, sides).

9. Location of light fixtures and typical beam spread examples.

10. Existing curbs, gutters, sidewalks, and existing paving widths within 100 feet on adjacent and across-the-street properties.

11. Nearest cross streets on both sides with plus or minus distances from subject site.

12. The expected uses of the site, type of business, number of employees, and estimated annual sales. (Note: This information will be forwarded to our Economic Development office.)

13. A vicinity map showing closest major cross streets, zoning, and existing land use.

14. Location, height, and materials of walls and fences (sections if required).

15. All driveways to scale on adjacent and across-the-street properties for a distance of 100 feet beyond the limits of subject site.
16. Location of all buildings within 100 feet of proposed property lines.
17. Existing sewer or proposed sewer.
18. Across-the-street properties -- any existing drainage courses or storm drains.
19. Existing and nearest fire hydrants.
20. Distances from all sides of proposed building(s) to any building off-site within 150 feet.
21. Typical street section.
22. Any existing median islands within 100 feet of the subject site.
23. All existing and proposed easements must be plotted and labeled on the plans.

ILLUSTRATIVE SITE PLAN

Such a plan should include a graphic scale and north arrow, all proposed and existing improvements, landscape concepts such as earth mounding and meandering walkways, wall, ground cover, trees, shrubs, shadows, paving and other elements as may be necessary to illustrate the site plan. (Dimensions shall be excluded from this plan.)

ILLUSTRATIVE FLOOR PLAN

Such a plan should include a graphic scale, be fully dimensioned and show all rooms in the house and other buildings on site. The plan should also depict the use of the room, i.e. kitchen, living room, bedroom, garage, etc.

CONCEPTUAL GRADING PLAN SHALL INCLUDE THE FOLLOWING:

1. Natural areas to be preserved (e.g. – rock outcroppings, natural drainage courses or habitat).
2. Proposed cut and fill areas in contrasting colors.
3. Existing and proposed contours within 100 feet of project boundaries.
4. Proposed drainage and flood control facilities.
5. Erosion control measures (e.g. - slope landscaping).
6. Natural drainage.
7. Elevations and finished contours.
8. Location of retaining walls, drainage channels and existing structures.
9. Location, elevation and size of proposed buildings pads.

ILLUSTRATIVE BUILDING ELEVATIONS

Illustrative building elevations showing all sides of existing and proposed buildings and structures. Illustrative building elevations means architectural elevations showing typical materials to be used, trees, landscaping, and shadows to give the elevations graphic dimensions.

PURPOSES AND AUTHORIZATION FOR VARIANCES - FROM SEC. 17.50.010

1. Variances from the terms of the Zoning Ordinance shall be granted only when, because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of the Zoning Development Ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification. Any Variance granted shall be subject to such conditions as will assure that the deviation thereby authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated.
2. The power to grant Variances does not extend to use regulations. Flexibility to the zoning regulations is provided in the Conditional Uses provision of the Zoning regulations.
3. The City Council may grant a variance to a regulation prescribed by the Zoning regulations, in
accord with the procedure prescribed in Chapter 17.50, with respect to fences, walls, hedges, screening and landscaping, width and depth; front, rear, and side yards, coverage, height of structures, distances between structures, usable open space, signs, off-street parking facilities, or frontage on the public street.

NECESSARY FINDINGS FOR VARIANCES - FROM SEC. 17.50.070

The City Council may grant a variance to a regulation prescribed by the Zoning regulations, as the variance was applied for or in modified form, if, on the basis of the application and the evidence submitted, the Council makes findings of fact that establish that the circumstances prescribed in paragraphs A, B, C, D, E, and F below do apply.

A. That there are special circumstances applicable to the property, (size, shape, topography, location, or surroundings) or the intended use of the property, and because of this, the strict application of the Zoning Development Ordinance deprives the property of privileges enjoyed by other properties in the vicinity under identical zoning classification; and

B. That granting the Variance or its modification is necessary for the preservation and enjoyment of a substantial property right possessed by other property in the same vicinity and zone and denied to the property for which the Variance is sought; and

C. That granting the Variance or its modification will not be materially detrimental to the public health, safety, or welfare, or injurious to the property or improvements in such vicinity and zone in which the property is located; and

D. The granting of the Variance does not constitute a special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated; and

E. The granting the Variance does not allow a use or activity which is not otherwise expressly authorized by the zoning development regulation governing the parcel of property; and

F. That granting the Variance or its modification will not be incompatible with the Poway City General Plan.

THE DECISION OF THE CITY COUNCIL ON VARIANCES IS FINAL

To avoid delays in the process, please make sure the application you submit is complete. If you have any questions regarding the submittal process, or wish to make an appointment to discuss your project with a Planner, please contact this office at (858) 668-4600 (information).
Please state all relevant facts, which will satisfy the “Necessary Findings” section in order to grant a variance. Correspond the letters below with those in the “Necessary Findings” section.

A. 

B. 

C. 

D. 

E. 

F. 
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.

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<th>Name: ____________________________</th>
<th>ARC/HOA Name: ____________________________</th>
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<tr>
<th>Signature: _______________________</th>
<th>Date: ________________________________</th>
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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.

<table>
<thead>
<tr>
<th>List</th>
<th>Regulatory ID. No.</th>
<th>Date of List</th>
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</table>

Signature of Applicant Date

Applicant’s Name, Printed Telephone Number

Address City State Zip Code
EXAMPLE

500' RADIUS MAP
| 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
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 __________________________________________________________________

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
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

PROPERTY OWNER'S REPRESENTATIVE/APPLICANT

Name _________________________________________________________________
Mailing Address _________________________________________________________
City, State, Zip __________________________________________________________
Telephone _______________________________________________________________
E-Mail _________________________________________________________________

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 _______________________________________________________________
E-Mail: _________________________________________________________________

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 ___________________________________________________