



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:

- 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.

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 through the City of Poway Online Services portal at services.poway.org. For questions and appointments, please call the Planning Division at (858) 668-4610.

SUBMITTAL REQUIREMENTS:

1. One (1) set of electronic 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. 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

3. One (1) copy 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.

4. 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. This form is contained in this submittal application package.
5. Payment of Application Fees. Consult the latest Master Fee Schedule for current fees. Once an application submittal has been deemed complete, an invoice will be generated.
6. 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).
 - d. Public noticing shall include a minimum \$2,000 deposit (payable to the City of Poway). This includes notifications for neighborhood meetings, if applicable, to the proposed project. Please see [Resolution 24-0008](#).
7. Fire Fuel Management Plan (FFMP): The Fire Fuel Management Plan will be reviewed by the Fire Department. Please consult with Andy Loperena at aloperena@poway.org or (858) 668-4471.
 - a. A Fire Fuel Management Plan must be submitted with the other submittal plans and documents. Please use the site plan, removing data not concerned with Fire Fuel Management, and showing these elements:
 1. Structures, building footprint, or pad area(s)
 2. Site plan with property lines
 3. Roads, driveways, etc., with required FMMP clearing areas
 4. Fuel Management Zones and their treatment/mitigation
 5. Boundaries of Biological Conservation Easements and Open Space Easements
 6. Encroachments
 7. Mitigations (Vegetation Management Easements, Fire Walls, and other mitigation treatments)
 8. Fire Department Notes
 - b. The Fire Fuel Management Plan must be submitted as an information exhibit with the Landscape Plan submittal.
 - c. All fuel management and mitigations need to correspond to the revised Fire Protection Plan (approved April 18.2023).
8. Completed Storm Water Intake Form.

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 elevations 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.
- 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.). Include slope analysis on Slope Analysis Plan
- Flood plain information.
- Location, height, and materials of walls and fences (sections if required).
- All driveways shown 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.
- Height of structure(s), taken from average grade to the roof ridge.
- 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.

**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.	_____	_____	_____

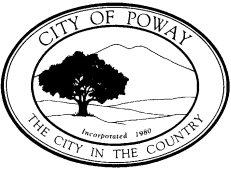
Signature of Applicant Date

Applicant's Name, Printed Telephone Number

Address City State Zip Code

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

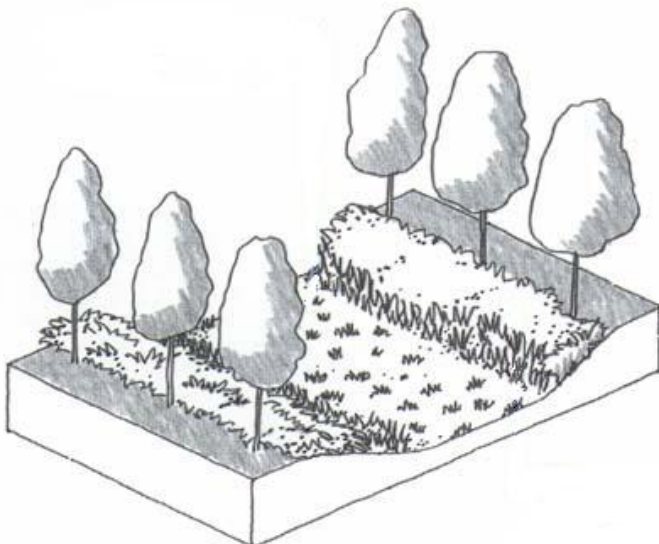
Understanding and Meeting Standard Urban Storm Water Mitigation Plan (SUSMP) Requirements

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:

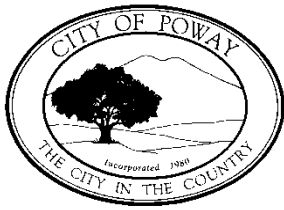
- ◆ Any project that creates 10,000 ft² or more of impervious surfaces
- ◆ Redevelopment projects that add or replace 5,000 ft² or more of impervious surface (collectively over the entire project site on an existing site of 10,000 ft² of impervious surface)
- ◆ New and redevelopment projects that add or replace 5,000 ft² or more of impervious surface that support:
 - Restaurants
 - Hillside development
 - Parking lots
 - Streets, roads, highways, freeways, and driveways
- ◆ Creation or replacement of 2,500 ft² or more of impervious surface which drains to an Environmentally Sensitive Area (ESA)
- ◆ New development projects, or redevelopment projects that add or replace 5,000 ft² or more of impervious surface that support:
 - Automotive repair shops
 - Retail gasoline outlets
- ◆ New or redevelopment projects that result in the disturbance of one or more acres of land.

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).



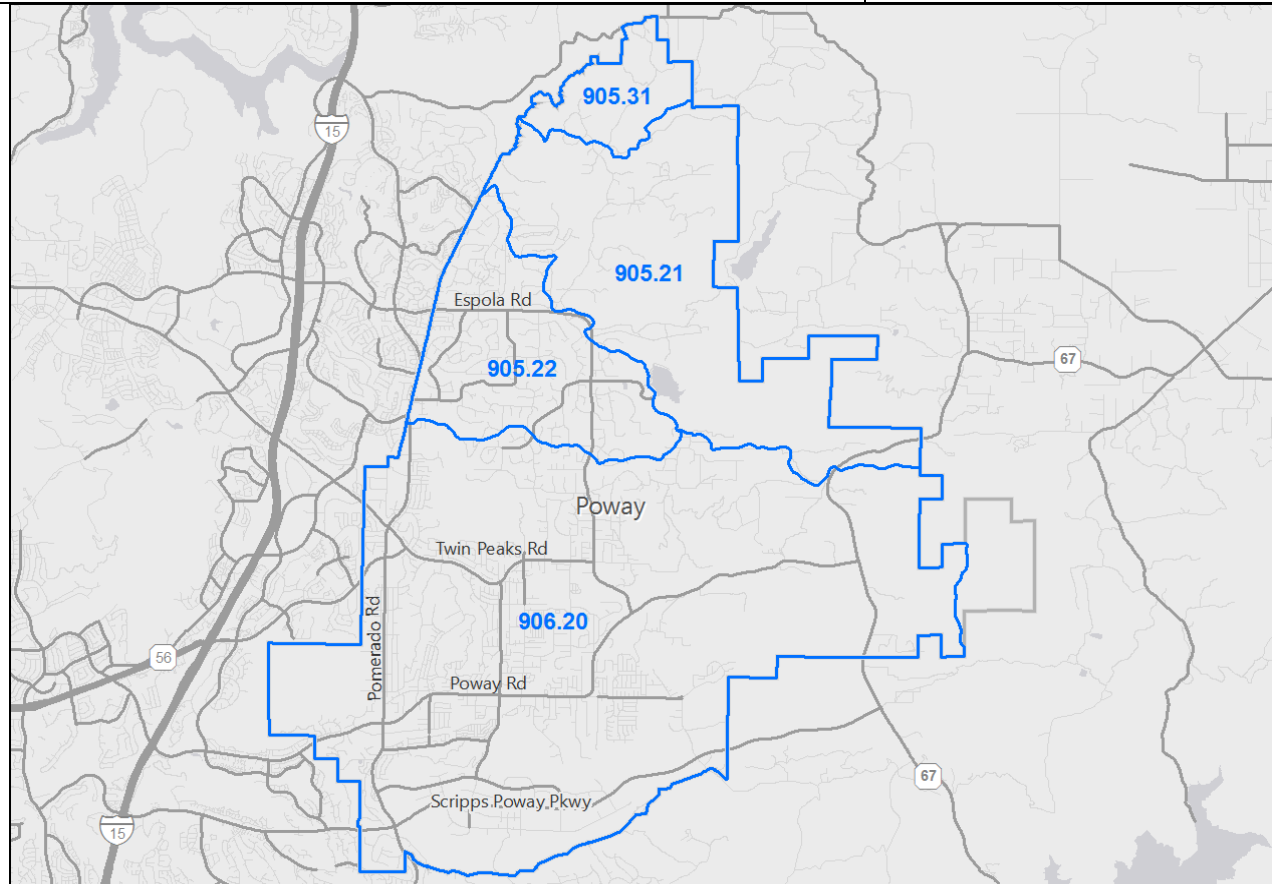
City of Poway Storm Water Intake Form for All Permit Applications

Preparation Date:

This form must be completed in its entirety and accompany applications for any of the discretionary or ministerial permits and approvals referenced in Sections 16.100 through 16.105 of the City of Poway Municipal Code (PMC). The purpose of this form is to establish the Stormwater Quality Management Plan (SWQMP) requirements applicable to the project.

Step 1: Project Identification		
Applicant name:	APN:	Project/Permit Number:
Project Address:		

Step 2: Geographic location	
Step	Answer
What hydrologic unit is the project in? Use the map below to approximate the location.	<input type="checkbox"/> 905. 31 <input type="checkbox"/> 905. 21 <input type="checkbox"/> 905. 22 <input type="checkbox"/> 906. 20



Show with an "X" the Approximate Project Location. A more detailed map is available online at <http://poway.org/784/Online-Maps> under the PowGIS link.

Step 3: Project type determination (Standard or Priority Development Project)

Is the project part of another Priority Development Project (PDP)? If so, a **PDP SWQMP** is required. Go to Step 4. Yes No

The project is (select one): New Development Redevelopment¹

The total proposed newly created or replaced impervious area is: _____ ft²

The total existing (pre-project) impervious area is: _____ ft²

The total area disturbed by the project is (including contractor lay-down areas, landscape areas, and septic fields): _____ ft²

If the total area disturbed by the project is 1 acre (43,560 sq. ft.) or more OR the project is part of a larger common plan of development (e.g., a building permit within a previously approved subdivision) disturbing 1 acre or more, a Waste Discharger Identification (WDID) number must be obtained from the State Water Resources Control Board.
WDID: _____

Is the project in any of the following categories, (a) through (f)?²

Yes <input type="checkbox"/>	No <input type="checkbox"/>	(a)	New development projects that create 10,000 square feet or more of impervious surfaces ³ (collectively over the entire project site). This includes commercial, industrial, residential, mixed-use, and public development projects on public or private land.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	(b)	Redevelopment projects that create and/or replace 5,000 square feet 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, mixed-use, and public development projects on public or private land.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	(c)	<p>New and redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site), and support one or more of the following uses:</p> <ul style="list-style-type: none"> (i) Restaurants. This category is defined as a facility that sells prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption (Standard Industrial Classification (SIC) code 5812). (ii) Hillside development projects. This category includes development on any natural slope that is twenty-five percent or greater. (iii) Parking lots. This category is defined as a land area or facility for the temporary parking or storage of motor vehicles used personally, for business, or for commerce. (iv) Streets, roads, highways, freeways, and driveways. This category is defined as any paved impervious surface used for the transportation of automobiles, trucks, motorcycles, and other vehicles.

Project Type Determination (continued)

¹ Redevelopment is defined as: The creation, addition, and or replacement of impervious surface on an already developed site. Examples include the expansion of a building footprint, road widening, the addition to or replacement of a structure. Replacement of impervious surfaces includes any activity where impervious material(s) are removed, exposing underlying soil during construction. Redevelopment does not include routine maintenance activities, such as trenching and resurfacing associated with utility work; pavement grinding; resurfacing existing roadways, sidewalks, pedestrian ramps, or bike lanes on existing roads; and routine replacement of damaged pavement, such as pothole repair.

² Applicants should note that any development project that will create and/or replace 10,000 square feet or more of impervious surface (collectively over the entire project site) is considered a new development.

³ For solar energy projects, the area of the solar panels does not count toward the total impervious area of the site.

Yes <input type="checkbox"/>	No <input type="checkbox"/>	(d)	New or redevelopment projects that create and/or replace 2,500 square feet or more of impervious surface (collectively over the entire project site), and (i) Discharging directly to an Environmentally Sensitive Area (ESA). "Discharging directly to" includes flow that is conveyed overland a distance of 200 feet or less from the project to the ESA, or (ii) Conveyed in a pipe or open channel any distance as an isolated flow from the project to the ESA (i.e. not commingled with flows from adjacent lands).
Yes <input type="checkbox"/>	No <input type="checkbox"/>	(e)	New development projects, or redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface, that support one or more of the following uses: (i) Automotive repair shops. This category is defined as a facility that is categorized in any one of the following SIC codes: 5013, 5014, 5541, 7532-7534, or 7536-7539. (ii) Retail gasoline outlets (RGOs). This category includes RGOs that meet the following criteria: (a) 5,000 square feet or more or (b) a projected Average Daily Traffic (ADT) of 100 or more vehicles per day.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	(f)	New or redevelopment projects that result in the disturbance of one or more acres of land and are expected to generate pollutants post construction.

Does the project meet the definition of one or more of the Priority Development Project categories (a) through (f) listed above?

- No – the project is not a Priority Development Project (Standard Project).
 Yes – the project is a Priority Development Project (PDP).

Further guidance may be found in Chapter 1 and Table 1-2 of the BMP Design Manual.

The following is for **redevelopment PDPs only**:

The area of existing (pre-project) impervious area at the project site is: _____ ft²
(A)

The total proposed newly created or replaced impervious area is: _____ ft²
(B)

Percent impervious surface created or replaced (B/A)*100: _____ %

The percent impervious surface created or replaced is (select one based on the above calculation):

less than or equal to fifty percent (50%) – **only newly created or replaced impervious areas are considered a PDP and subject to stormwater requirements.**

OR

greater than fifty percent (50%) – **the entire project site is considered a PDP and subject to stormwater requirements.**

Step 4: Storm Water Quality Management Plan requirements

Step	Answer	Progression
Is the project a Standard Project, Priority Development Project (PDP), or exception to PDP definitions? To answer this item, complete the Project Type Determination Checklist on Pages 2 and 3 of this form, and see PDP exemption information below. For further guidance, see Section 1.4 of the BMP Design Manual <i>in its entirety</i> .	<input type="checkbox"/> Standard Project	Standard Project requirements apply, including Standard Project SWQMP. Complete Standard Project SWQMP.
	<input type="checkbox"/> PDP	Standard and PDP requirements apply, including PDP SWQMP. Complete PDP SWQMP.
	<input type="checkbox"/> PDP Exemption	Go to Step 5 below.

Step 5: Exemption to PDP Definitions

Is the project exempt from PDP definitions based on either of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Projects that are only new or retrofit paved sidewalks, bicycle lanes, or trails that meet the following criteria: <ul style="list-style-type: none"> (i) Designed and constructed to direct storm water runoff to adjacent vegetated areas, or other non-erodible permeable areas; OR (ii) Designed and constructed to be hydraulically disconnected from paved streets or roads [i.e., runoff from the new improvement does not drain directly onto paved streets or roads]; OR (iii) Designed and constructed with permeable pavements or surfaces in accordance with County of San Diego Guidance on Green Infrastructure; 	If so: Standard Project requirements apply, AND any additional requirements specific to the type of project. City concurrence with the exemption is required. <i>Provide discussion and list any additional requirements below in this form. Complete Standard Project SWQMP.</i>
<i>Discussion / justification, and additional requirements for exceptions to PDP definitions, if applicable:</i>	

Step 6: Certification

Applicant Certification: I have read and understand that the City of Poway has adopted minimum requirements for managing urban runoff, including storm water, from construction and land development activities, as described in the BMP Design Manual. I certify that this intake form has been completed to the best of my ability and accurately reflects the project being proposed. I also understand that non-compliance with the City's PMC may result in Code Enforcement action by the City.

<i>Signature of Applicant:</i>	<i>Date:</i>
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- For City Only:
- Standard SWQMP
 - PDP SWQMP

