DEVELOPMENT REVIEW REQUIREMENTS

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) set of colored plans, which shall include site plan, illustrative building elevations, and any necessary cross-sections, will be needed when project is deemed complete.

3. One (1) 8 ½" X 11" reduction for each sheet in the set.

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 8 ½” x 11” format, indicating the subject property and showing all adjacent properties (see example provided).

8. Completed Storm Water Intake Form.

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**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. Off-street parking and loading areas showing location, number and typical dimensions of spaces, and wheel stop placement. Internal circulation pattern.
6. Distances between buildings and/or structures.
7. Building setbacks (front, rear, sides).
8. Location of light fixtures and typical beam spread examples.
9. Existing curbs, gutters, sidewalks, and existing paving widths within 100 feet on adjacent and across-the-street properties.
10. Nearest cross streets on both sides with plus or minus distances from subject site.
11. 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.)*
12. A vicinity map showing closest major cross streets, zoning, and existing land use.
13. Location, height, and materials of walls and fences (sections if required).
14. All driveways to scale on adjacent and across-the-street properties for a distance of 100 feet beyond the limits of subject site.
15. Location of all buildings within 100 feet of proposed property lines.
16. Existing sewer or proposed sewer.
17. Across-the-street properties -- any existing drainage courses or storm drains.
18. Existing and nearest fire hydrants.
19. Distances from all sides of proposed building(s) to any building off-site within 150 feet.
20. Typical street section.
21. Any existing median islands within 100 feet of the subject site.
22. 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, walls, 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.

**NATURAL FEATURES MAP**

1. Location of all slope banks, ridgelines, natural drainage courses, rock outcroppings and existing vegetation worthy of consideration for preservation.
2. Any existing landslides and geologic hazards.

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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).
# HOMEOWNERS ASSOCIATION / ARCHITECTURAL REVIEW COMMITTEE

## NOTIFICATION FORM

### THE FOLLOWING IS TO BE COMPLETED BY THE APPLICANT:

<table>
<thead>
<tr>
<th>TO:</th>
<th>Homeowner’s Association/Architectural Review Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>Applicant(s) – PLEASE PRINT</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>Development Proposal</td>
</tr>
<tr>
<td>DESCRIPTION OF PROJECT:</td>
<td></td>
</tr>
<tr>
<td>Location/Address:</td>
<td></td>
</tr>
<tr>
<td>Zoning:</td>
<td>Number of Units/Structures:</td>
</tr>
<tr>
<td>Gross square footage of project:</td>
<td>Maximum Height:</td>
</tr>
</tbody>
</table>

- *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.

<table>
<thead>
<tr>
<th>Name:</th>
<th>ARC/HOA Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Signature :</td>
<td>Date :</td>
</tr>
</tbody>
</table>

### 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.

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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:

<table>
<thead>
<tr>
<th>Street Address</th>
<th>Assessor Parcel Number</th>
</tr>
</thead>
</table>

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>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Applicant          Date

Applicant’s Name, Printed        Telephone Number

Address          City          State          Zip Code

M:\planning\forms\applications\hazardo1.doc        5/01
<table>
<thead>
<tr>
<th>Property Ownership List</th>
<th>Address</th>
</tr>
</thead>
</table>
| 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 |
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 ft\(^2\) or more of impervious surfaces
- Redevelopment projects that add or replace 5,000 ft\(^2\) or more of impervious surface (collectively over the entire project site on an existing site of 10,000 ft\(^2\) of impervious surface)
- New and redevelopment projects that add or replace 5,000 ft\(^2\) or more of impervious surface that support:
  - Restaurants
  - Hillside development
  - Parking lots
  - Streets, roads, highways, freeways, and driveways
- Creation or replacement of 2,500 ft\(^2\) 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 ft\(^2\) 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

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

<table>
<thead>
<tr>
<th>Applicant name:</th>
<th>APN:</th>
<th>Project/Permit Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Project Address:

Step 2: Geographic location

<table>
<thead>
<tr>
<th>Step</th>
<th>Answer</th>
</tr>
</thead>
</table>
| What hydrologic unit is the project in? Use the map below to approximate the location. | ☐ 905.31 ☐ 905.21
| ☐ 905.22 ☐ 906.20 |
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 ☐ Redevelopment

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)?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>(a) New development projects that create 10,000 square feet or more of impervious surfaces (collectively over the entire project site). This includes commercial, industrial, residential, mixed-use, and public development projects on public or private land.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>(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.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>(c) 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:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(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).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Hillside development projects. This category includes development on any natural slope that is twenty-five percent or greater.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(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.</td>
</tr>
</tbody>
</table>

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 | No | (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 | No | (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 | No | (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: \[ \text{ft}^2 \]

The total proposed newly created or replaced impervious area is: \[ \text{ft}^2 \]

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Answer</th>
<th>Progression</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the project a Standard Project, Priority Development Project (PDP), or exception to PDP definitions?</td>
<td>☐ Standard Project</td>
<td>Standard Project requirements apply, including Standard Project SWQMP. <strong>Complete Standard Project SWQMP.</strong></td>
</tr>
<tr>
<td></td>
<td>☐ PDP</td>
<td>Standard and PDP requirements apply, including PDP SWQMP. <strong>Complete PDP SWQMP.</strong></td>
</tr>
<tr>
<td></td>
<td>☐ PDP Exemption</td>
<td>Go to Step 5 below.</td>
</tr>
</tbody>
</table>

Step 5: Exemption to PDP Definitions

Is the project exempt from PDP definitions based on either of the following:

☐ Projects that are only new or retrofit paved sidewalks, bicycle lanes, or trails that meet the following criteria:
   (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. Provide discussion and list any additional requirements below in this form. **Complete Standard Project SWQMP.**

Discussion / justification, and additional requirements for exceptions to PDP definitions, if applicable:

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.

**Signature of Applicant:**

**Date:**

For City Only:

☐ Standard SWQMP

☐ PDP SWQMP
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 ____________________________

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.

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 ____________________________
SIGNATURE and DATE ____________________________