

Customer Process Guide



DEVELOPMENT SERVICES
DEPARTMENT
MAY 2025

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SECTION 1: INTRODUCTION

The Department

The Development Services Department (“Department”) is made up of five divisions: Development Planning and Code Enforcement, Policy Planning and Housing, Land Development and Building, Sustainability and Operations and Engagement.

The chart below shows the different responsibilities and areas of purview within the Development Services Department.



- ✓ Development Planning and Code Enforcement - *Responsible for processing current planning applications and ensuring compliance with the city’s municipal code.*
- ✓ Policy Planning and Housing - *Responsible for the long-range planning of the City through the development of policy documents.*
- ✓ Land Development and Building - *Responsible for the public facing Planning, Engineering and Building counters and the processing of grading, building, regulatory and other ministerial permits.*
- ✓ Sustainability - *Responsible for implementing the City’s Climate Action Plan and other sustainability initiatives and programs.*
- ✓ Operations and Engagement - *Responsible for providing administrative support for the day-to-day operations of the department and engagement of the community.*

The Department takes the lead with processing development projects, including the review of ministerial applications (for example, building and grading permits) and discretionary planning projects (such as coastal development permits, among others). The Department, along with our partner departments, want to assist you with facilitating development projects that maintain and enhance the quality of life in Encinitas, within the context of our policy, regulatory, and political framework.

Our Core Values

The Department operates in accordance with six core values that drive our work, interactions, and customer service philosophy:

DEVELOPMENT SERVICES DEPARTMENT CORE VALUES



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Welcome to Encinitas!

Like many urban, coastal places in California, regulatory frameworks can be complex. City staff are all available to assist you throughout the process. Welcome to Encinitas!



SECTION 2: REGULATORY FRAMEWORK

Overview

Key focus areas of the Development Services Department include the planning and regulation of land use; coordinating the development of land to protect the public health, safety, and general welfare; ensuring projects provide high quality design; promoting economic development; and programming for public infrastructure. The state requires the City to have a General Plan, which establishes the community's goals and policies for land use and development. The General Plan is implemented by following the various regulatory requirements in the document. In addition to the General Plan, the City also reviews projects in accordance with a comprehensive regulatory framework, which includes:

- Zoning Code and Zoning Map
- Local Coastal Program
- Subdivision Code
- Design Standards and Guidelines
- Specific Plans
- Planned Residential Developments
- State Legislation
- Federal Regulations

Additionally, the state requires all projects to undergo environmental review, pursuant to the California Environmental Quality Act (CEQA), unless a finding can be made to exempt the project from further environmental review. See Section 5 for more detailed information on CEQA.

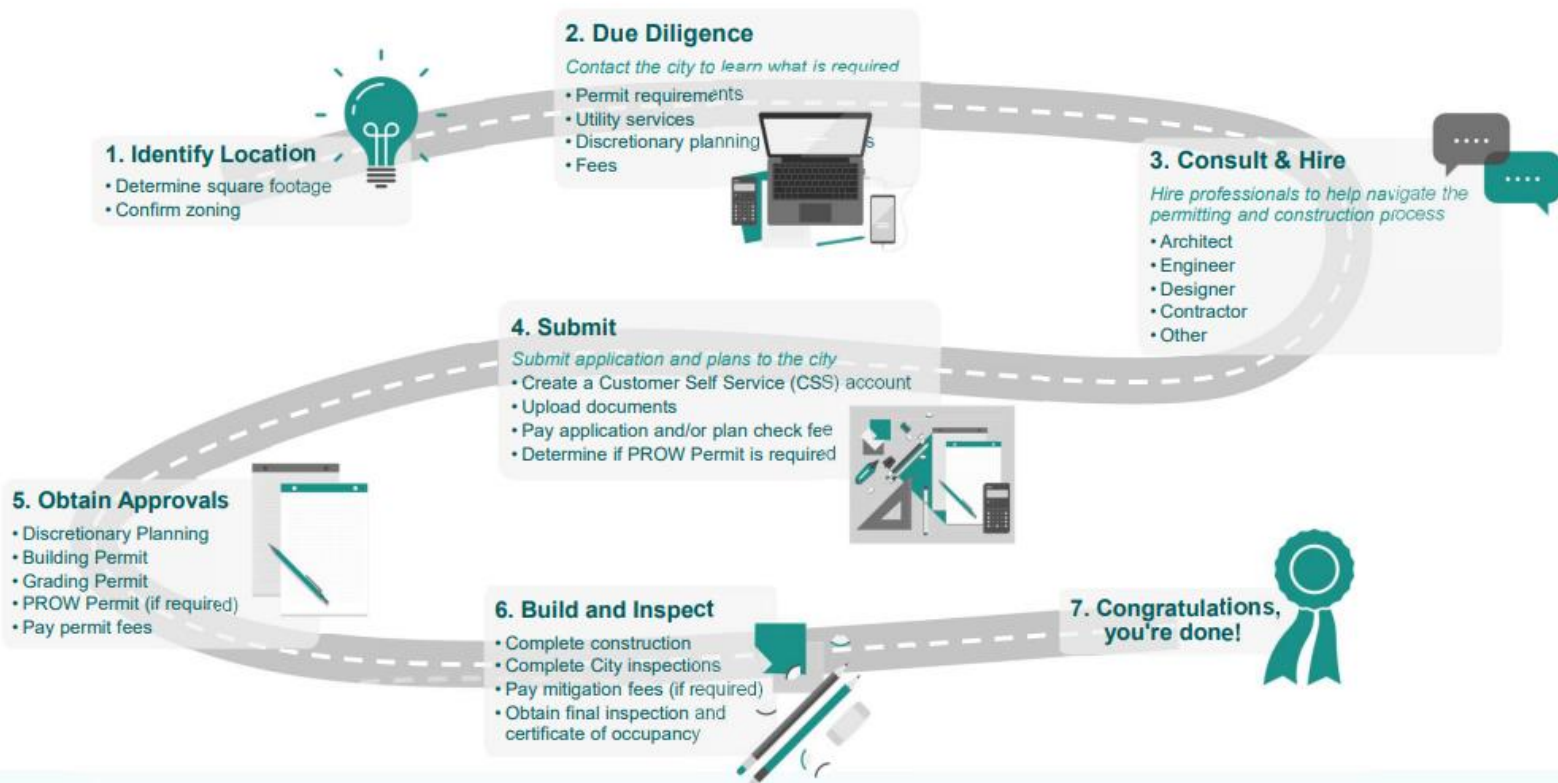


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Introduction to the Process

The City of Encinitas's planning process for private development generally involves several stages, starting with the development of the initial project concept and proposal, followed by city review and approval, and culminating in the start of construction and completion through the final inspection process. A summary of the key phases in the process is provided below:



Ministerial Review

The ministerial review process refers to projects that require no discretion or subjective judgment in decision-making. Ministerial processes involve checking that a project complies with established regulatory standards.

The Department staff issue ministerial permits in compliance with adopted regulations. A key element of the ministerial review process is maintaining public health, safety, and welfare. This is achieved through the application of adopted uniform building and fire codes, zoning requirements, and engineering standards.

Discretionary Review

The discretionary review process refers to all projects that involve judgment and deliberation, including legislative decisions by advisory bodies, and staff-level discretionary permits. Discretionary reviews are also known as planning applications. Decision makers rely on a level of

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judgment and discretion when taking action to approve, approve with conditions, or deny discretionary projects. Depending on the level of review required, a project may be approved by the Development Services Director (or designee), the Planning Commission, or the City Council.

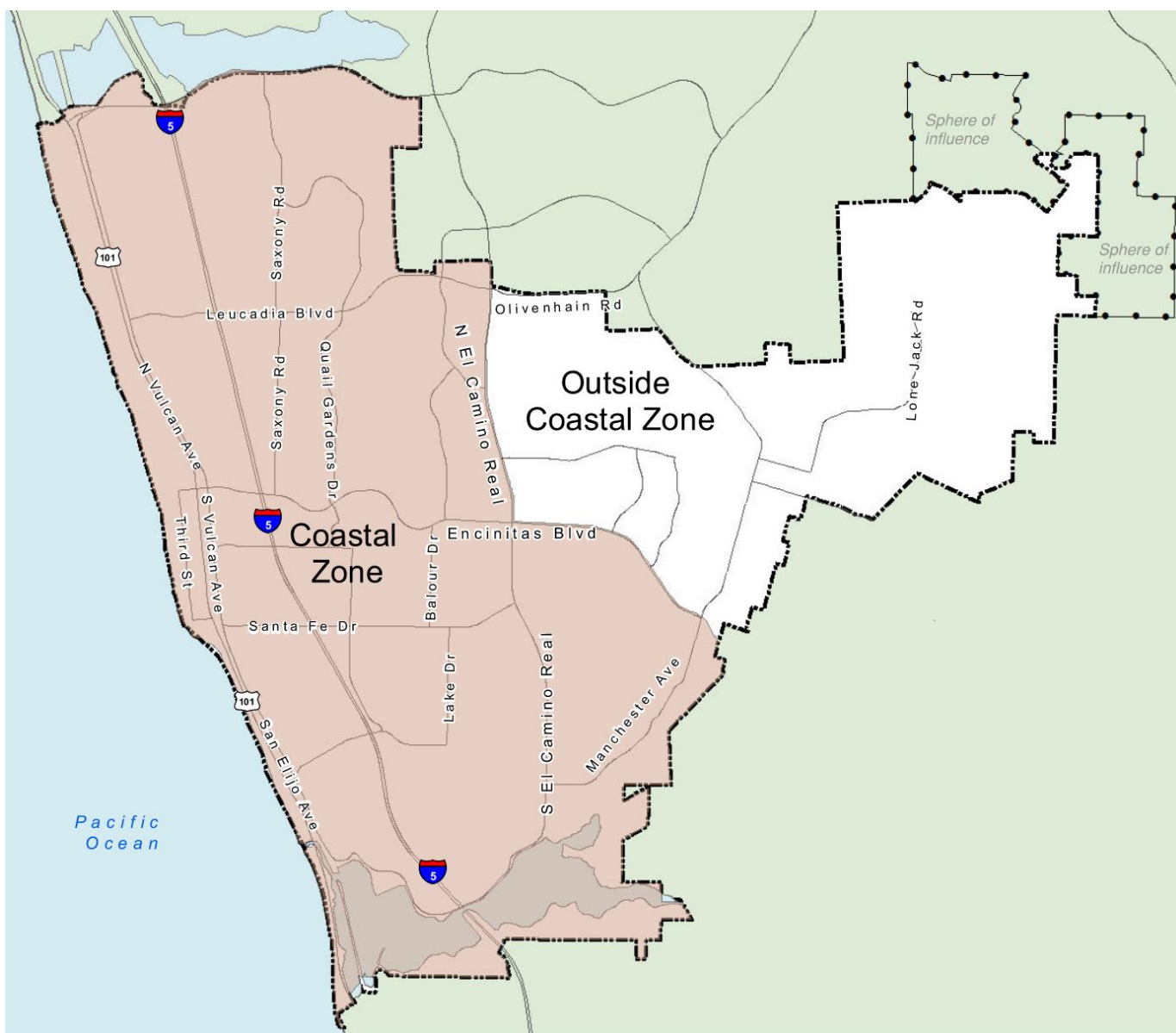
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The Coastal Zone

Approximately two-thirds of the City of Encinitas is located within the Coastal Zone, which was established by the State of California and is typically administered by the California Coastal Commission. However, Encinitas has its own adopted Local Coastal Program (LCP) and therefore has local permit decision-making authority. This allows the City of Encinitas to review and approve coastal development permits, when they are required. The California Coastal Commission has limited appeal oversight of locally issued coastal development permits, and only in very specific circumstances, such as, when a project directly affects coastal resources, is within their appeal jurisdiction, or when a project is located within a location where they retain permitting authority. Below is a map of the city's Coastal Zone.

Encinitas Coastal Zone Map



SECTION 3: REVIEW PROCESS OVERVIEW

Introduction

The review process begins with an applicant submitting the required application and plan materials to city staff. Plans and supporting materials are then routed to staff from various City departments. They will conduct a review of the submitted materials and plans and provide their comments to the applicant. City staff's review consists of checking the submitted materials for completeness, as well as determining compliance with the general plan, municipal codes, and other regulations, standards, and guidelines.

If any corrections are needed, the applicant resubmits their materials and plans to the city, which are then re-reviewed by city staff. Subsequent submittals and staff reviews occur until the project has no outstanding comments or corrections to address. At that point, the project can proceed to a decision.

All inquiries or project-specific questions should be directed to the appropriate City department for the associated application or permit type. The Planning division offers in-person, virtual appointments or questions or feedback via email/phone. Services are available to answer questions on a proposed project or on active projects. Other departments can also be contacted for feedback.

- Discretionary planning applications/zoning: 760-633-2710 and planning@encinitasca.gov.
- Building Permits: 760-633-2730 and building@encinitasca.gov
- Grading permits: 760-633-2706 and developmenteng@encinitasca.gov.



Review Authorities

- **City Staff.** City staff have decision-making authority, through the Director, for simple application requests. When City staff are assigned to review a project, they act as the project manager and the single point of contact for the applicant, all discipline reviewers, and members of the public. City staff also makes recommendations to the Planning Commission and City Council when projects require this level of decision.
- **Development Services Director (Director).** The Director has decision-making authority to maintain and administer the Encinitas Municipal Code, including application processing and enforcement actions. The Director has the authority to approve/deny applications and commonly designates a city staff member, or Designee, to make these determinations.
- **Zoning Administrator.** The Director, or designee, acts as the Zoning Administrator and has decision-making authority for minor use permits (non-alcohol related), minor subdivisions (four lots or less), and certain coastal development permits.
- **Planning Commission.** The Planning Commission consists of five members and has decision-making authority over complex land use applications and major subdivisions (five lots or greater). The Planning Commission also makes recommendations to the City Council.
- **City Council.** The City Council of Encinitas consists of five members (Mayor, Deputy Mayor, and Council Members) and has decision-making authority over legislative actions (such as proposed changes to General Plan land use designations/policies or zoning), as well as appeals.



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Review Authorities Table

The table below summarizes the powers and duties that each Review Authority has under the Encinitas Municipal Code. Where a land use review requires more than one type of permit or application, all requests must be reviewed and decided on by the highest Review Authority established for any of the applications.

Table 2: Review Authorities

	Review Authority	Appeal Body	Timeline
Simple Ministerial Permits			
<ul style="list-style-type: none"> Minor building permits Service requests (zoning letters, legal lot status determinations, building plan copying, SB-330 applications) Signs Simplified grading permit Substantial conformance review - simple 	Staff/Director	N/A	2-5 months
Complex Ministerial Permits			
<ul style="list-style-type: none"> Affordable unit policy application Building permit (complex or large commercial, industrial, or mixed-use projects; and large single family and multi-family projects) Certificate of compliance Coastal development permit for accessory dwelling unit Final parcel map Finding of public convenience or necessity Grading permit Sidewalk dining/right-of-way encroachment permit Substantial conformance - complex 	Staff/Director	Director/ City Council	2-8 months
Administrative Discretionary Permits (with or without a Hearing)			
<ul style="list-style-type: none"> Boundary lot line adjustment/lot merger Coastal development permit (administrative) Conceptual review Design review (administrative) 	Director/ Zoning Administrator	City Council	4-9 months; or 5-14 months if not exempt from CEQA

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<ul style="list-style-type: none"> • Minor use permit (not alcohol-related) • Parcel map waiver • Parcel map waiver • Sign program (administrative) • Tentative parcel map • Two-unit development (SB-9) • Urban lot split (SB-9) • Variance (administrative) 			
Planning Commission Discretionary Permits (with a Hearing)			
<ul style="list-style-type: none"> • Coastal development permit (public hearing) • Design review (public hearing) • Final subdivision map • Major use permit • Minor use permit (alcohol-related) • Resolution amendment • Sign program • Tentative subdivision map • Tentative subdivision map (density bonus) • Variance (public hearing) 	Planning Commission	City Council	4-12 months; or 5-18 months if not exempt from CEQA
City Council Legislative Actions (with a Hearing)			
<ul style="list-style-type: none"> • Annexation • Development agreement • General plan amendment • Local coastal program amendment • Pre-zoning/annexation • Re-zoning/zone change • Right-of-way or open space vacation • Specific plan (new) • Specific plan amendment • Vacation - street or easement • Zoning code amendment 	City Council	None	5-13 months; or 6-19 months if not exempt from CEQA

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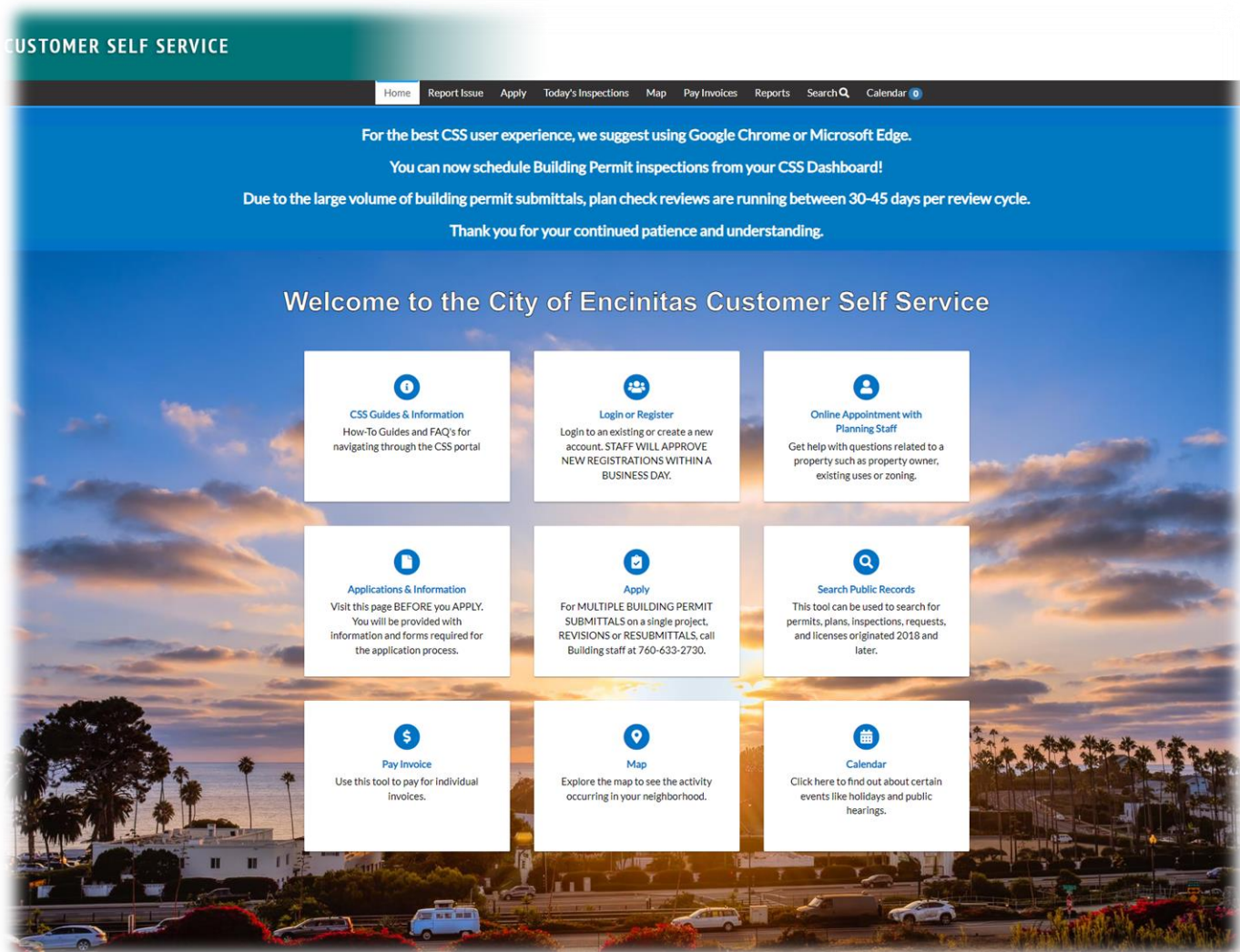
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Online Electronic Application/Permit Review Process

The City of Encinitas has established an online, electronic application submittal process, known as the Customer Self Service (CSS) portal. This portal provides an online application process for planning submittals and staff reviews. All applications are processed and reviewed electronically, and paper submittals are not accepted.

Registration to create a CSS account is required to submit a planning application online. Detailed guides are available on the city website to help customers navigate the CSS portal. Click [here](#) to view additional guides and FAQs to help navigate the City's CSS portal.

Additionally, a comprehensive list of planning application types are published on the city's website. The applications are listed by department and topic and can be accessed [here](#) under the "Planning" dropdown menu.



SECTION 4: DISCRETIONARY PLANNING

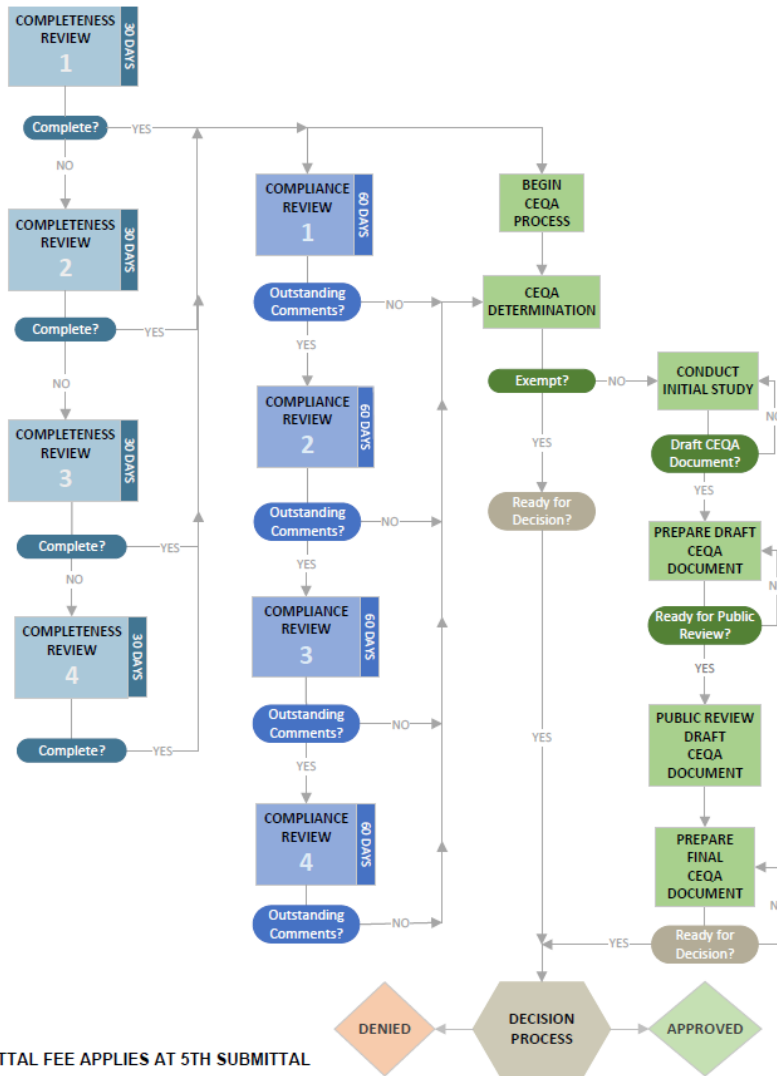
Review Process

When it is determined that a discretionary planning application is required for your project, it will go through the planning review process.

Discretionary Planning Flowchart

The discretionary planning review process is made up of two distinct elements: 1) an initial 30-day completeness/preliminary compliance review and 2) a 60-day compliance review.

The flow chart below summarizes this review process:



* RESUBMITTAL FEE APPLIES AT 5TH SUBMITTAL

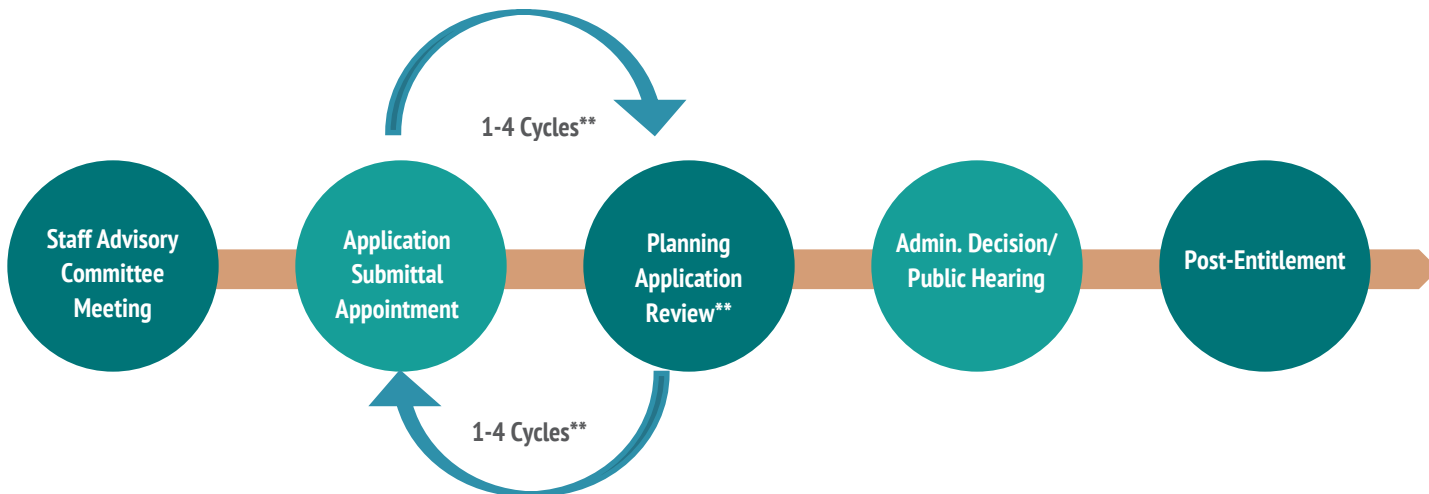
Review Process Steps

An optional, yet highly recommended, pre-application meeting known as a Staff Advisory Committee Meeting (SAC). This is especially encouraged for more complex or controversial projects. Prior to your SAC meeting its is recommended to consult with applicable departments. For more information about SAC meetings, see information in Appendix C.

The planning review process consists of five steps, outlined below:

1. Planning application submittal intake appointment
2. Staff and outside agency review
3. Decision or public hearing
4. Appeal and Coastal Appeal
5. Post-entitlement phase

A graphic of the planning review process is provided below, followed by a detailed summary of each step:



***Resubmittal fees (1/2 the total of the original fees) applies at fifth submittal.*

Staff Advisory Committee Meeting (Optional/Recommended)

A Staff Advisory Committee (SAC) meeting is optional, yet highly recommended, especially for larger or complex projects. The meeting format consists of a discussion of your preliminary project plans with a group of city staff from various divisions and departments. The Staff Advisory Committee provides applicants an opportunity to receive preliminary feedback and

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comments from city staff. The Staff Advisory Committee meeting will identify the following for your project:

- Required permits and entitlements
- Required application materials
- Potential project issues and obstacles
- Estimated fees
- Decision level and estimated processing time

Staff Advisory Committee meetings are free of charge and include a written summary of the meeting discussion with staff. These meeting notes will be provided within approximately three weeks following the meeting. Please anticipate for at least 30 or more days between the SAC meeting and your anticipated submittal date. This will allow time to revise or finalize application materials, plans, and obtain any necessary technical studies prior to the submittal. If you have any follow-up questions after your SAC meeting, you can visit the front planning counter, and staff can assist with any questions or information you need in order to prepare your submittal.



Application Submittal

When preparing your plans and other application material for submittal, please also use the city's Discretionary Planning Title Sheet as a template. The Title Sheet, which can be accessed [here](#).

Once you are ready to submit your planning application, a planning application intake appointment is required. The application submittal appointment will be virtual and consist of a Microsoft Teams meeting with a staff planner.

To get scheduled for an appointment, please e-mail the following information to the Planning Division at planning@encinitasca.gov:

- Applicant name
- Phone and e-mail
- Project address/Assessor Parcel Number (APN)
- Project description
- Discretionary applications required/requested
- Project plans
- All contacts for the record should be provided so they can access and upload records.

Appointment Confirmation

Once all necessary information is obtained for scheduling the intake appointment, planning division staff will send you a confirmation email with your appointment time, appointment instructions, a checklist summarizing the project's submittal requirements, and the required planning application fees. The confirmation e-mail will also include your unique Application number, as well as a link to the Teams meeting for the virtual intake appointment.

Submitting a Planning Application (PLAN) in CSS

A unique application number is provided to you once your appointment has been scheduled by planning staff. The application number will show up on your dashboard in the CSS portal. You will then be able to upload the required planning application submittal materials electronically prior to your appointment.

All required application submittal documents will need to be uploaded in PDF format into the PLAN record via your CSS dashboard prior to 7:30 AM on the day of your intake appointment. Applications will be considered incomplete if the required application materials are not uploaded by this day/time. All application fees are due at the time of submittal. Project are routed and review commences once fees are received.

Please ensure that your planning application submittal materials meet the City's digital submittal requirements and use the correct file names (you can view the file naming requirements [here](#)).

Staff and Agency Review

Citizen Participate Program (CPP) Review

Every application for development or construction that requires a discretionary permit, or administrative review (unless otherwise exempted) shall include a citizen participation plan that must be implemented prior to an application being deemed complete. The CPP final report is required to be provided to staff prior to the public notice for a hearing or decision.

The CPP is encouraged to occur prior to application submittal or at the beginning of the project review process. If a project has substantial design changes during the process, the project planner may require additional CPP meetings for additional public input and feedback. Additional information on the CPP process and requirements can be found in the Appeldix XX>.

Completeness/Preliminary Compliance Review

is required to provide a completeness/preliminary compliance review within 30 days of your application submittal. This is not to be confused with a final decision (approval or denial) of your project. The initial 30-day review is intended to be an evaluation of whether you have provided all the necessary information required by the city. Staff will also identify preliminary compliance items during this 30-day review.

A project application that includes all required materials and information of sufficient quality for review, will be deemed complete. For projects determined to be incomplete for a third time, project reviews may be halted, and planning management staff will intervene to ensure a project continues to move forward in the review process. Projects may be deemed complete, even if project issues remain, including compliance with zoning and design standards, ongoing negotiation for project quality, or the need for additional technical studies/reports for compliance with the CEQA review process. A comment letter is generated following this review. The comment letter is uploaded into the CSS portal and e-mailed to case contacts.

The initial completeness/preliminary compliance comments are consolidated into a cycle review letter. This letter will include comments from all reviewing departments. The letter will identify all missing information or documents that are needed for the project to continue to the compliance review phase of the process.

- **Deemed Complete.** If the project is deemed complete, an email is sent notifying the applicant, and the project materials are routed for city and other agency review. This is the official start of the compliance review phase.
- **Deemed Incomplete.** If the project is deemed incomplete, a letter is sent noting the deficiencies. If a project is deemed incomplete more than once, the applicant is required to attend a meeting with City staff to review the comments prior to city acceptance of the next resubmittal.

Compliance Review

Once all the necessary information and documents have been received, City staff will then complete the “compliance review.” During the “compliance review,” planning staff will analyze how the project meets all General Plan, zoning, and design requirements. Once the application is deemed complete, City staff will make a CEQA determination and begin any necessary environmental documents for the project. See CEQA section below.

During the compliance review phase, the planning application materials are distributed to other City departments and outside agencies. Each reviewer has a different area of purview, and city staff and partner agencies conduct a review of the project for compliance with applicable policies and regulations they oversee. A comment letter is generated following this review.

California environmental quality act (CEQA) review

The California Environmental Quality Act (CEQA) has been in existence for over four decades. CEQA requires state and local agencies to identify any significant environmental impacts of their discretionary or legislative actions, and to avoid or mitigate those impacts, if feasible. The processes set forth in CEQA are intended to identify and disclose the effects of a project on the environment (biological, public infrastructure, etc.), affording members of the public an opportunity for input, and provide public agencies the information needed to evaluate project impacts and make a decision on a project.

Environmental Documents

In Encinitas, about 90 percent of discretionary projects are found to be exempt from CEQA. Most projects that are not exempt from CEQA receive a Negative Declaration determination, with or without mitigation measures. Occasionally, potentially significant impacts are identified, and an Environmental Impact Report is prepared.

Once a planning application is deemed complete, the project planner has 30 days to make an environmental determination. If a project is determined to be exempt, no further environmental review is required. When a project is not exempt, the applicant must submit the Application for Environmental Initial Study, the environmental contract administration fee, and all application submittal requirements (technical studies, etc.). When an initial study and associated environmental document is required, the City manages the environmental document and contract for the environmental consultant. The environmental consultant must be selected from the City’s pre-approved list. Once the environmental consultant is selected, a deposit must be made in the amount of the contract for the preparation of the necessary environmental document.

For Mitigated Negative Declarations and Environmental Impact Reports, the required mitigation measures are adopted through the discretionary planning process, and implemented during the post-entitlement phase

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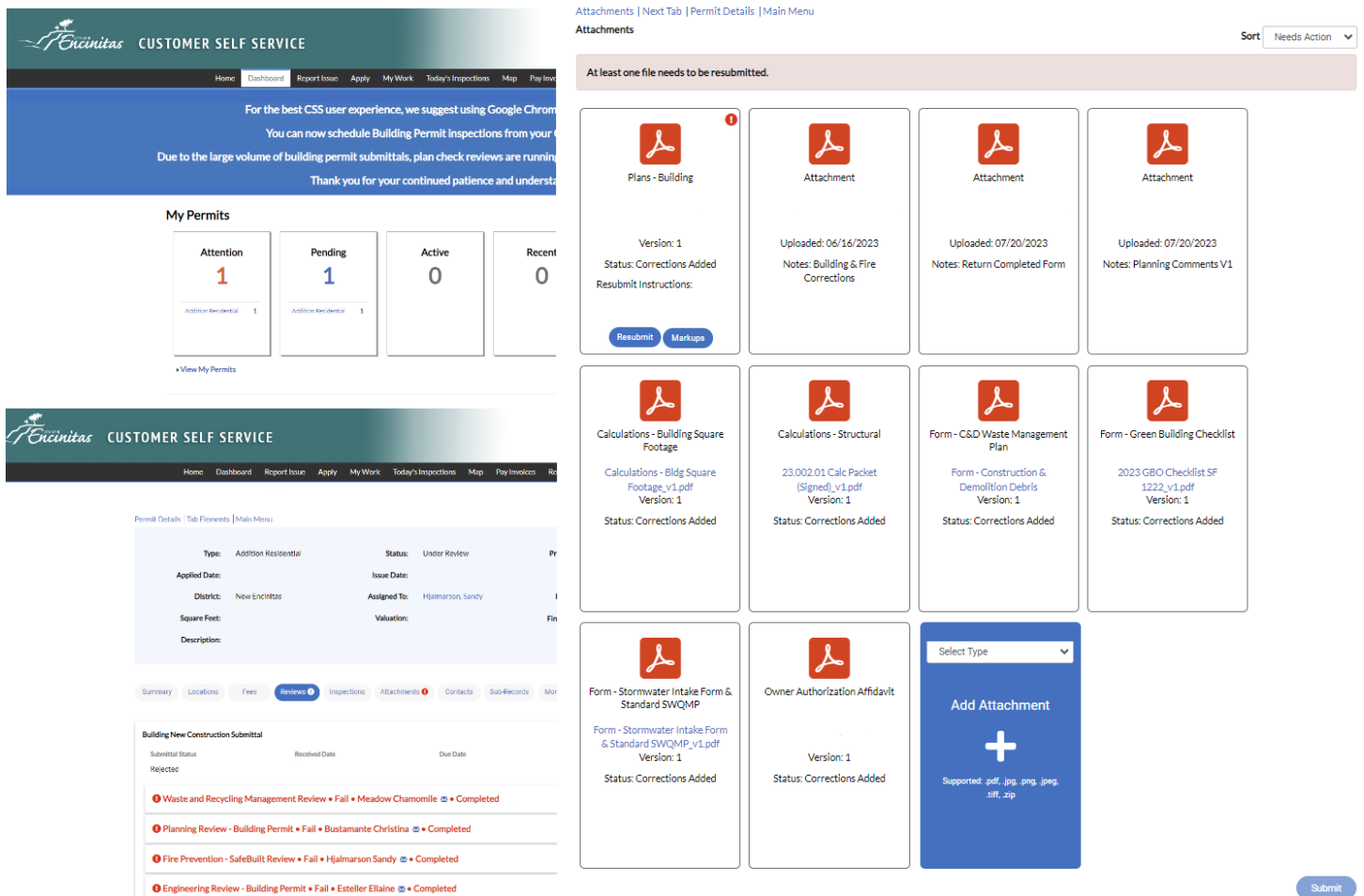
Resubmittal Process

Pre-submittal Meeting

Prior to resubmitting your project plans, the applicant must reach out to their project planner to schedule a resubmittal meeting. This meeting is intended to ensure that the city has all the necessary materials for the next cycle review. This also helps streamline the review process and reduce the overall number of cycle reviews for the project. Resubmittal fees (1/2 the total of the original fees) are charged at the fifth submittal.

Resubmitting through the CSS Portal

Resubmitting Planning application materials following staff review is done through the CSS portal. Applicants are able to access and select their active planning application records via their CSS login dashboard. Once logged in, applicants can upload the required attachments containing the additional information, corrections, or revisions required for the next review. Below is an image of what the CSS dashboard looks like:



Click [here](#) to view additional guides and FAQs to help navigate the City's CSS portal.

Administrative Decision or Public Hearing Decision

Following the review process for an administrative level project, a decision will be issued by the Director or their designee.

Public Hearing

Following the review process and subsequent review cycles, an applicable project will be scheduled for a Zoning Administrator, Planning Commission, or City Council public hearing. Public notice is prepared by staff for public hearings, to make the public aware of current project applications, and the anticipated date for a decision.

Prior to a public hearing, City staff prepares a Notice of Decision (NOD) or staff report, and resolution (including draft conditions of approval) to be posted on the City's website 72 hours in advance of the noticed hearing. For projects requiring a public hearing, the Review Authority will hear a presentation on the applicant's proposal, along with staff's recommendation, and any public testimony or comment. Applicants and their technical team are always encouraged to appear at public hearings and may be asked to address questions or concerns raised by decision-makers or members of the public.

Projects may require multiple public hearings for the Review Authority to come to a final decision. The Review Authority may decide to approve, approve with conditions, or deny the request. The Review Authority may also decide to continue the project, while providing the applicant direction to return to a future public hearing once specific revisions to the project have been made.

Appeals

Any member of the public may appeal a final decision made by a Review Authority. A final decision made by the applicable Review Authority may be appealed to the City Council by filing a notice of appeal with the City Clerk. An appeal filing fee will be paid upon submission of the appeal forms to the City Clerk. The appeal will specify the decision being appealed and the specific errors alleged as the basis of the appeal.

The City Clerk will schedule the appeal for a public hearing by the City Council. The City Council may sustain, overrule, or modify the decision by the original Review Authority.

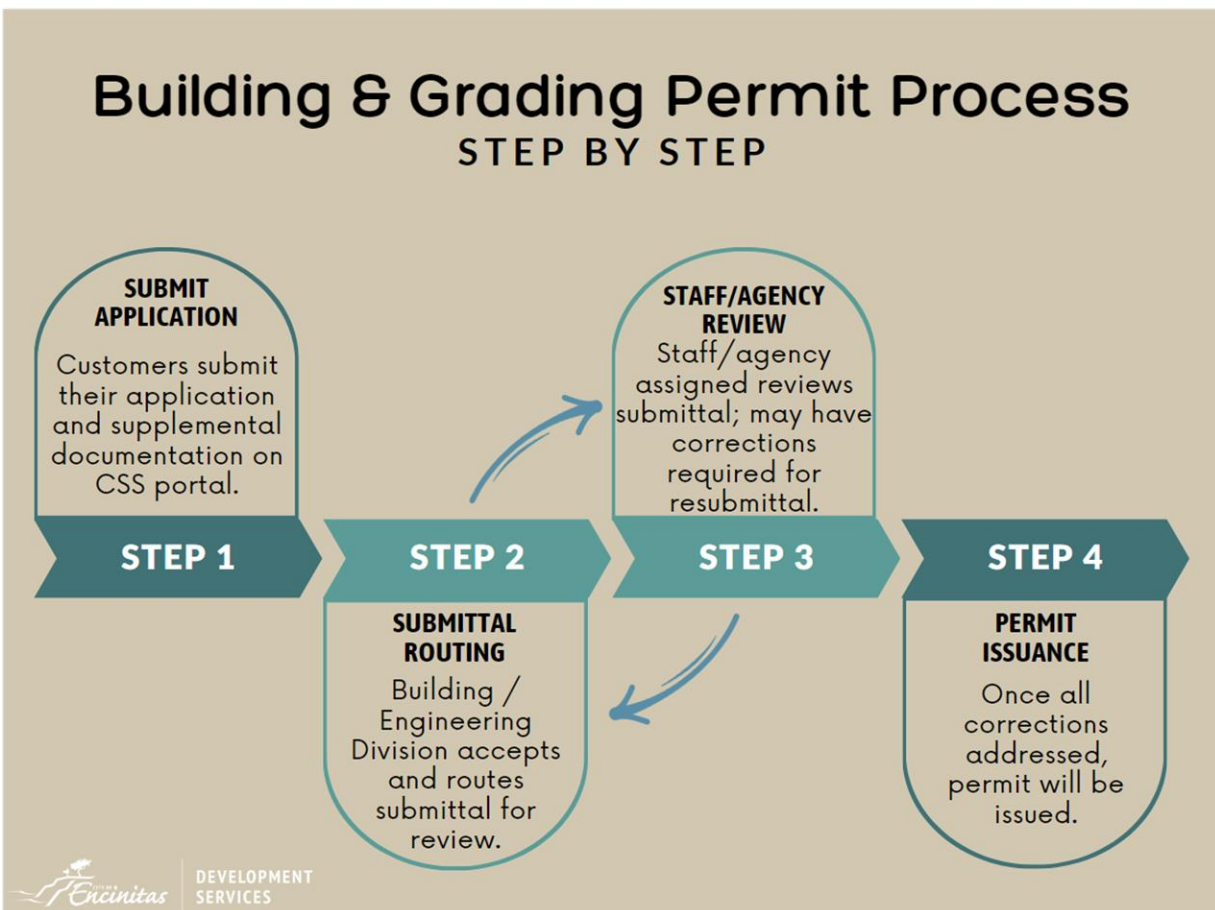
California Coastal Commission Appeal Jurisdiction

Coastal Development Permits require city staff to send a Notice of Final Action to the California Coastal Commission. For projects within their appeal jurisdiction, an additional 10-day appeal period applies once they formally accept the Notice of Final Action.

Post Entitlement

The post-entitlement phase consists of the submittal of construction (grading and building permit plans) following the discretionary project approval. During this phase fees are collected for building permit plan check, permit issuance fees, mitigation fees (parkland, sewer, water, flood control, traffic mitigation, and inclusionary housing, etc.). Once the discretionary review process has concluded with an approval or conditional approval, the project has received entitlements to proceed. However, additional follow-up activities are needed before a project can begin construction. The applicant will submit construction documents, including grading and/or building permit plans for staff’s review and plan check. During this review, staff will ensure that the plans address the conditions of approval and mitigation measures (if applicable) and demonstrate compliance with building and fire codes.

Please note that most discretionary planning entitlements have an expiration date. If the project is not legally exercised prior to the expiration date, the project will forfeit the discretionary entitlement for approval. Additionally, during the plan check review, any changes, edits, or modifications are made to a discretionary project that differ from the planning application approval, may require the Planning Division to review a substantial conformance or modification application. This will require additional review, processing time, and fees.



APPENDIX

A. 30-Day Completeness Checklist

Missing	Received	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. <u>Project Data:</u> <i>The project plans shall include a table on the top sheet of the plans that indicates/includes (see Discretionary and Building Permit Title Sheet template):</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A1. Site address
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A2. Assessor's Parcel Number(s) (APN) for project site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A3. Gross and net lot area in square feet, or in acres for larger lots. Include the calculations used to determine net lot area, and list deductions from gross area by type and area in square feet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A4. Project Case Numbers (list all)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A5. General Plan designation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A6. Zoning designation and zoning overlays
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A7. Water District
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A8. Sanitation District
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A9. Scope of work statement that clearly and concisely describes the scope of the project. May include but not limited to discretionary permits (i.e. Coastal Development Permit, Design Review Permit, Minor Use Permit, Tentative Map etc.), proposed use(s), structure(s), any deviation from standards, temporary construction trailer etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A10. Existing and proposed land use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A11. Lot Coverage: Show/summarize the square footages of all the areas included in the lot coverage and provide a lot coverage calculation based upon the net lot area. Provide a diagram showing areas counted toward and exempted from calculation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A12. Floor Area Ratio (FAR): Show/summarize the square footages of all of the areas included and deducted from the floor area and provide a floor area ratio calculation based upon the gross lot area. Provide a table identifying the square footage of each floor, garage, accessory dwelling unit, junior accessory dwelling unit and/or accessory structures. Clearly identify areas being removed from floor area ratio (i.e. 400 square feet of garage, 800 square feet of ADU etc.).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A13. Required and proposed building setbacks, arranged in a table. Setbacks shall be taken from the ultimate street right-of-way even if a street dedication is not required. When a vehicular access easement is existing or proposed on a property, the setback shall be taken from the edge of the easement.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A14. Required and proposed lot width and lot depth in a table. Refer to EMC Chapter 30.04 Definitions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A15. Grading quantities: total and average amount of cubic yards of dirt moved; amount of cut and fill (maximum height and depth in feet).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A16. Average Lot Slope
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A17. Building area: area of existing structures, area of structures to be demolished, areas of addition, each proposed area, and total overall proposed area

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Missing	Received	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A18. Occupancy type and occupant load
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A19. Type of proposed construction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A20. Quantities of off-street parking required and provided. Include the calculations used to determine the parking requirement.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A21. Maximum Average Unit Size (R30 sites) table.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A22. Evidence of legal parcel (see L Form in the Planning Application packet)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A23. An index of listing all sheets of the project plans in the order presented and including a brief description of each sheet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A24. Other: Upon Completeness and Compliance Review, others may apply.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. <u>Contact Information:</u> <i>The project plans shall include on the top sheet of the plans contact information consisting of name, business name (if applicable), address, phone number and email for:</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B1. Property Owner/Applicant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B2. Agent/Representative
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B3. All persons/firms that prepared any portion of the project plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B4. Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. <u>Site Plan/Preliminary Grading Plan shall indicate/include:</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C1. All exterior site boundaries correctly scaled and dimensioned. Including metes and bounds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C2. North arrow.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C3. Scale of plans, graphic and written.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C4. Vicinity Map showing location of subject property.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C5. Legend of symbols, lines, abbreviations, etc. used on the plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C6. Site survey
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C7. Assessor's Parcel Number(s) (APN) for adjacent properties to project site and within the vicinity of the project site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C8. Location and dimensions of significant waterways, flood plains and/or other topographical features.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C9. Topography and source of topography dated no more than two years old with benchmark
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C10. Location of existing mature trees to be removed and replaced in compliance with Encinitas' Climate Action Plan,
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C11. Location of street trees within the public ROW noted to be remain or be removed. Arborist report will be required if removed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C12. Location and dimensions of present and proposed street and highway dedications and private access easements required to handle the traffic generated by the proposed uses.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C13. Location and dimensions of all driveways, access roads, and curb cuts, indicating the type of construction material.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C14. Sight distance triangle for all driveways and intersections.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C15. Locations and dimensions of trails and walks and indication of construction materials.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C16. Show fire access roads /driveways to meet the 150-foot hose pull requirement.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C17. Location and dimensions of all easements (open space, water, sewer, etc.).

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C18. Required setbacks shown and dimensioned for primary and accessory structures. Indicate with a dashed line the building envelope created by the setback lines. (Setbacks shall be taken from the ultimate street right-of-way even if a street dedication is not required. When a vehicular access easement is existing or proposed on a property, the setback shall be taken from the edge of the easement).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C19. Location of buildings and structures both existing and proposed, relative to each other and to site boundaries. Note any structures to be demolished or removed. Indicate extensions of rooflines beyond building walls.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C20. Multiple spot elevations of finished grade (dirt) and existing grade (dirt) shown at all building walls
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C21. Engineering scale factor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C22. Pad heights shown on grading/site plan and elevations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C23. Rates of grade.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C24. Sections: Typical section of streets and alleys. Perpendicular overall site sections North/South and East/West.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C25. Indicate vertical and horizontal dimension of all proposed architectural projections (i.e. eaves, bay window, chimneys, decks, etc.) in any required setback. (See EMC Section 30.16.010.F.8 and 30.20.010.J.3 for additional information)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C26. Where an attachment or minor addition to an existing building or structure is proposed, the plan shall indicate the relationship of such proposal to the existing development. Use hatching, shading or other means to clearly identify the area of addition.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C27. Location of walls, fences and hedges, and the indication of their height and type of construction materials. (Freestanding and retaining walls shall be differentiated. Combined wall/fence heights shall be indicated. Fences within the first 15 feet from the front property line shall be limited to four feet solid, or four feet solid plus an additional two feet constructed of a material that is at least 50 percent open)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C28. Location of refuse/recycling/organics collection/trash enclosures and an indication of the height and type of construction materials. EDCO letter required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C29. Location of off-street parking and loading facilities, and their dimensions. See Chapter 30.54 for required number (or Specific Plan if applicable) and Offstreet Parking Design Manual for location and size. Reference Building Code standards for electrical vehicle space dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C30. Dimension of vehicular backing distance (minimum 24 feet required).

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C31. Location of proposed electric vehicle charging spaces and associated branch circuit pre-wiring (as applicable). For new single-family or two-family dwellings, show the required branch circuit wiring for future electric vehicle charging installation. For new multi-family projects, hotel/motel, and non-residential projects, identify the location of all proposed electric vehicle charging spaces and provide a calculation demonstrating that at least 15 percent (multi-family) or 8 percent (hotel/motel and non-residential) of the total spaces provided are proposed to be electric vehicle charging spaces. For new hotels/motels, non-residential buildings and portions of mixed-use projects, provide a calculation demonstrating that at least eight percent of the total spaces provided are proposed to be electric vehicle charging spaces.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C32. Location of mechanical equipment and screening.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C33. Location and dimensions of any on-site trailer proposed to be used for construction office or residential purposes during construction, together with all related facilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C34. Location of nearest buildings adjacent to the project site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C35. Location and type of significant vegetation and indicate whether they will remain or be removed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C36. Locations and calculations of areas proposed to satisfy landscaping requirements, and landscaping required for parking areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C37. Show fuel modification zone for properties in any Fire Hazard Severity Zone. Indicate fuel modification method proposed (i.e. hand clearing, full removal of plants, etc.) A Fire Protection Plan shall be required for properties unable to meet 100-foot defensible space standards.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C38. Total area of land disturbance in square feet and acreage.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C39. Depiction of existing site contours and all proposed grading.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C40. Preliminary earthwork quantities including cut, fill, import, export, and remedial grading.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C41. Area of total existing, total proposed, and net increase/decrease impervious surfaces in square feet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C42. Depiction of existing and proposed drainage facilities. Plans shall indicate fire flow.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C43. Location and design of permanent post construction BMP/IMP facilities to collect and treat all runoff generated by new and or/removed and replaced impervious surfaces.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C44. Depiction of all existing legal lots. Please refer to legal description of the property.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C45. Depiction of existing and proposed public sanitary sewer and sewer laterals. Indicate which sewer agency will be serving the property, if applicable. Show location of existing and proposed septic system and the relation of all aspects of the system to the existing and proposed structures. Label "to remain" or "to be removed".
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C46. Depiction of existing and proposed water mains, laterals, and meters and indication of size and type. Indicate which water agency will be serving the property, if applicable. Plans shall indicate fire flow.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C47. Depiction of existing gas lines and indication of size and type.

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C48. Depiction of existing and proposed electrical, telephone, and cable TV lines with indication of size and type, and including locations of transformers, equipment cabinets, etc. Note whether lines are overhead (indicate pole locations) underground.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C49. Coastal Bluff Properties: Locations of geotechnical setbacks (40 feet, 50 feet, 1.5 safety of factor (SOF), 75-year erosion rate and combined 1.5 SOF and 75-year erosion rate.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C50. Inland Bluff Properties: Depict location of 25-foot setback.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C51. Location of mailboxes (mixed-use, multifamily & subdivisions) with a letter from the Postmaster.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C52. Third Story setback line dimensioned (R30 sites).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C53. Wetlands: Clearly depict limits of wetland areas and the required buffer setback from the wetland edge.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C54. Other: Upon Completeness and Compliance Review, others may apply.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>D. <u>Average Lot Slope Exhibit.</u> (Required for projects in all zones except Rural Residential (RR), Rural Residential 1 (RR-1) and Rural Residential 2 (RR-2)). For lots with an average lot slope greater than five percent:</p> <p>D1. Provide a separate topographic site plan exhibit with the average lot slope depicted and calculated for the property. The average lot slope is determined by calculating the total change in elevation from setback line to setback line (rise/run) and is established by placing three run-lines across the property and taking the combined average slope of the three lines. The lines are to follow the slope of the property;(i.e., they are to be placed at right angles to the contour lines). For properties of an irregular shape and topography, additional run-lines may be required on the site plan to the satisfaction of the Development Services Director. Encinitas Municipal Code Section 30.16.010B6e.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>E. <u>Slope Analysis Exhibit.</u> A slope analysis shall be submitted based upon a topographic map with contour intervals not exceeding two feet. This analysis will describe the following slope categories in acres, and will also graphically depict the location of each category on the topographic map:</p> <ol style="list-style-type: none"> Less than 25% slope. 25 to 40% slope. Greater than 40% slope. <p>Document the percentage of steep slopes (25 percent or greater in gradient for the site). For projects that include proposed encroachments into slope areas greater than 25 percent gradient, overlay the project's development footprint onto a separate steep slope exhibit and label the square feet and percentage of encroachment into steep slopes. If manufactured slopes are present on-site, then they should be clearly shown and documented on the slope analysis. Evidence (Historic Aerials, Geotechnical Report and Historic Topography) of the manufactured slopes shall be provided.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. <u>Floor Plans for each floor shall indicate/include:</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F1. North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F2. Scale, graphic and written.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F3. Dimensions provided for each room, measured to the exterior surface of the exterior wall, as applicable.

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F4. Each room labeled as to use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F5. Garage and parking spaces provided identified with dimensions. Dimension each parking stall located within the garage. Dimension garage door width and height clearance. See Offstreet Parking Design Manual.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F6. Outline of any subterranean or basement area. For basements, clearly show that the basement area meets the definition of basement as per EMC Ch. 30.04: "BASEMENT shall mean a story partly or wholly underground. A basement shall be counted as a story for purposes of story limits where more than one-half of its perimeter is more than four feet above the lower of natural or finished grade. See Basement Exhibit requirements below.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F7. For applications proposing or modifying alcohol service, floor plans must include details required as per the Operational Management Plan (Form O).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F8. Where an attachment or minor addition to an existing building or structure is proposed, the plan shall indicate the relationship of such proposal to the existing development.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F9. Outdoor dining clearly labeled. Label new verses existing when applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F10. Please provide a separate Lot Coverage Calculation floor plan exhibit that visually depicts the areas included in the lot coverage calculation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F11. Please provide a separate Floor Area Ratio Calculation floor plan exhibit that visually depicts the areas included and excluded in the floor area ratio calculation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F12. Location of 250 cubic feet of lockable, enclosed storage area per unit within a garage/carport or within the main building. (Applies in R-11/R-15/R-20/R-25/R-30 zones).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F13. Location of 10 percent of floor area of the units shall be provided as private open space for both ground floor and units contained on the second floor. (Applies in R-11/R-15/R-20/R-25/R-30 zones).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F14. Mezzanine: Provide a separate exhibit clearly showing the square footage of the mezzanine floor area and the square footage of the room below floor area. Outline on the exhibit all areas utilized for the room below square footage to demonstrate it meets the Mezzanine definition EMC Chapter 30.04 Definitions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F15. Other: Upon Completeness and Compliance Review, others may apply.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>G. Basement Exhibit shall indicate/include:</p> <p>G1. The basement level floor plan showing the total linear feet of the perimeter basement walls and their linear dimensions.</p> <p>G2. Linear feet of the portions of the perimeter basement walls exposed less than or equal to four feet above the lower of natural or finished grade to the top of floor above.</p> <p>G3. Linear feet of the portions of the perimeter basement walls exposed greater than four feet above the lower of natural or finished grade to the top of floor above.</p> <p>G4. A basement calculation (percentage) of the total linear perimeter of the basement walls greater than four feet above the lower of the natural or finished grade, divided by the total linear length of the perimeter basement walls.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Roof Plans shall indicate/include:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H1. Locations of ridges, hips, valleys, crickets, parapets, etc.

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H2. Direction of drainage flow.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H3. Existing and proposed roof pitch(es).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H4. Dimensions of eaves and other roof projections.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H5. Roof decks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H6. Area for installation of solar energy systems.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H7. Other: Upon Completeness and Compliance Review, others may apply.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I. <u>Elevations.</u> Must accurately show proposed finished building appearance, consistent with site/floor plans – NOT CONCEPTUAL. Provide elevations of all exterior building walls including courtyard elevations consistent with site/floor plans; each elevation sheet shall indicate/include:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. The lines of the existing exterior grade and proposed finished exterior grade distinguished and shown at the building wall. If no changes to the grade are proposed, please call out the grade as both the existing and finished grade. Note: Heights are taken from grade (excludes any hard surface above grade including sidewalk pavement etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. The height of buildings and structures and all applicable dimensions, from the lower of existing exterior grade or proposed finished exterior grade. Per the underlying zone, clearly show the maximum height limits on each elevation as measured from the lower of existing or finished grades. See I1.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Roof treatment and indication of roof pitch.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Window and door treatment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Any exterior mechanical equipment along with any proposed screening of such.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Notes or details sufficient to define all design features, including dimensions/sizes of elements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Building materials, finishes and colors.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Shadows to indicate horizontal depths, done in a technique that does not obscure elevation features in shadowed areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Where an attachment or minor addition to an existing building or structure is proposed, the plan shall indicate the relationship of such proposal to the existing development.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	110. Vertical and horizontal dimensions of all architectural projections (i.e. roof eaves, bay window, chimney, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	111. Call out existing and proposed spot elevations at each corner of each building.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	112. Call out pad height for each lot.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	113. For basement elements, clearly identify areas where the lower of natural or finished grades are exposed more than four feet on all elevations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	114. Colored renderings: required once design is accepted by Project Planner.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	115. Façade Wall Plane Exhibit (R30 sites)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	116. Other: Upon Completeness and Compliance Review, others may apply.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J. <u>Sign Information.</u> (if signage is to be provided)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J1. Location and size (show dimensions and area in square feet) of existing and proposed exterior signs and outdoor advertising.

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J2. The nature of temporary or seasonal on-site advertising.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J3. Complete drawings indicating design, materials, colors and lighting method of proposed signage.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J4. Other: Upon Completeness and Compliance Review, others may apply.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K. <u>Lighting Plan.</u> A separate lighting plan or lighting information incorporated into other project plans shall indicate/include:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K1. The location of exterior lighting standards and devices.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K2. The plan shall be adequate to review possible hazards and disturbances to the public and adjacent properties.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K3. Fixture cuts from manufacturer shall be provided for all fixtures proposed, describing dimensions, materials and colors.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K4. Photometric studies may be required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K5. Other: Upon Completeness and Compliance Review, others may apply.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L. <u>Preliminary landscape and irrigation plans</u> showing landscaping, paving and other hardscape and irrigation. Such plans shall include all of the information listed below and that required for the project type as per the City's Water Efficient Landscape Regulations (EMC Ch. 23.26), including but not limited to:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L1. Water budget information and calculations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L2. A list of all plants existing on site and adjacent rights-of-way (ROW), indicating the botanical and common name of all plants and the size of each plant. Group plants by type: trees, shrubs, ground cover. Use a symbol for each plant to correlate with the plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L3. A plan showing the existing condition of the site and identifying all plants existing on the site and adjacent ROW. Include trunk DBH (diameter at breast height) for trees with DBH greater than four inches. Use a symbol for each plant to correlate with the list.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L4. Plant schedule on the plans indicating the botanical and common name of all plants and the size of each plant proposed and existing, to be retained, including any ROW street trees and/or other plantings. Group plant by type: trees, shrubs, ground cover.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L5. A plan identifying all plants proposed and existing, to be retained, including any ROW street trees or other plantings. Use a symbol for each plant to correlate with the list.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L6. Features and characteristics of the project site and adjacent properties and ROW including but not limited to property lines, streets, street names, driveways, walkways and trails, other paved areas, the footprint of existing and proposed structures, water features, fences, freestanding walls and retaining walls.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L7. Elevations of new structures, including but not limited to walls, fences, trellises and gazebos. Indicate proposed materials, colors, finishes and dimensions. Include elevations of these new structures in colored elevations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L8. Location of fuel modification zone(s) and any proposed plantings within the fuel modification zone(s). Properties located in any Fire Hazard Severity Zone shall utilize the approved plant lists of the City of Encinitas and San Diego County DPLU.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L9. Approximate location of all irrigation lines, valves, and heads. Required at discretionary for any landscape work in City's right-of-way.

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L10. Locations of walls and fences and indication of height and type of construction materials (freestanding and retaining walls shall be differentiated). Include a cross-section of each wall and fence.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L11. Locations of trails and walks and indication of construction materials and widths.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L12. Areas paved for parking or driving, differentiated from areas intended for landscape planting or hardscape. Indicate proposed materials, colors, finishes and dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L13. Exterior dimensions and area in square feet for each landscape planter area proposed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L14. Calculation of site area devoted to landscaping and percentage of parking lot area devoted to landscaping.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L15. Calculation showing a minimum of 30 trees per net acre consisting of 15-gallon box specimens (Applies in R-11/R-15/R-20/R-25/R-30 zones).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L16. Show and dimension 15-foot landscape buffer, when applicable. Check zoning standards.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L17. Separate diagram/sheet identifying private versus common open space (R30 and high-density zones)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L18. A scale of no less than 1" = 20' shall be used for all landscape and irrigation plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L19. Other: Upon Completeness and Compliance Review, others may apply.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M. <u>Project color and material information.</u> Submit digital color photos of project materials, finishes, and colors. Include information on all project materials, including but not limited to information on buildings, trellises, gazebos, walls, fences, lights, driveways and walkways.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N. <u>Variances.</u> Projects proposing variances from structural development standards shall include in the project drawings all of the information outlined in the "Variance Application Supplement."
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O. <u>Citizen Participation Program Meeting (Final Report approved by Staff)</u>
Technical Studies/Reports <i>If required, some may be deferred at a future submittal at the discretion of the individual discipline reviewers. Some Studies/Reports may be requested after Completeness Review and upon Compliance Review.</i>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P. Geotechnical Study (consult with Engineering): Required for all Maps, commercial projects, large private projects, bluff top projects, Priority Development Projects (PDP) and for single-family homes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Q. Parking Study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R. Trip Generation Letter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S. Traffic Analysis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T. Vehicle Miles Traveled (VMT) Analysis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U. Drainage Study (<i>based on latest County of SD Hydrology & Drainage Manual</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	V. Priority Development Project Stormwater Quality Management Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	W. Sewer Study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X. Arborist Report – For Projects that May Impact City Street Trees
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y. Fire Protection Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Z. Photometric Lighting Study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AA. Green House Gas Emission Study

City of Encinitas Development Services

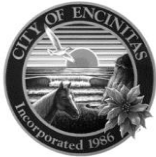
Process Guide

May 2025

Missing	Received	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BB. Community Character Study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CC. Biology
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DD. Bird Surveys
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EE. Jurisdictional Wetland Delineation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FF. Phase I Environmental Assessment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GG. Phase II Environmental Assessment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HH. San Diego County Voluntary Assistance Closure Letter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	II. Cultural (Archeological and/or Paleontological)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JJ. Historical (See Historic Resources Application Supplement)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KK. Noise
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LL. Air Quality
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MM. Density Bonus Report: <u>Encinitas Municipal Code Section 30.16.020.C.4. b</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NN. Affordable Housing Plan (required for Inclusionary Housing requirements): <u>Encinitas Municipal Code Section 30.41.090 A</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OO. Visual Analysis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PP. All studies, reports, or other information required to be submitted for projects, as required under the Mitigation Monitoring and Reporting Program for the Programmatic Environmental Impact Report for the General Plan. If applicable, see specifically Environmental Assessment for Housing Element.
Supplemental Materials			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	QQ. Alcohol Service Establishments – Existing (<i>for modifications to existing establishments</i>) Include a copy of existing ABC license with service area and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RR. Alcohol Service Establishments – New (<i>for new establishments</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SS. A Hazardous Waste Substances Statement if the project or any alternatives are located on a site which is included on any of the Hazardous Waste and Substances list compiled by the Secretary for Environmental Protection pursuant to Section 65962.5 of the Government Code.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TT. Housing Application Supplement/Income Verification Form (required for any existing units (legal or non-legal) to be converted, redistributed, demolished)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UU. Wireless Facilities Supplemental Materials (Small cell facilities, see Wireless Supplement and City's website.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VV. Green Building Checklist (Climate Action Plan Checklist)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WW. Residential/Commercial Building Record

APPENDIX

B. CPP handout



CITY OF ENCINITAS
Development Services Department
505 S. Vulcan Ave
Encinitas, CA 92024
www.encinitasca.gov
Phone: 760-633-2710
Email: planning@encinitasca.gov

CITIZEN PARTICIPATION HANDOUT

PURPOSE

The purpose of the Citizen Participation Program (CPP) is to:

- A. Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community;
- B. Ensure that citizens have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the review and decision-making process;
- C. Facilitate ongoing communication between the applicant, interested citizens, city staff, appointed and elected officials through the applicant review process;
- D. The Citizen Participation Program is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision making.

APPLICABILITY AND EXEMPTIONS

Encinitas Municipal Code Chapter 23.06 (Citizen Participation Plans) requires every application for development or construction that requires a discretionary permit or administrative review implement a Citizen Participation Plan prior to the first public hearing or notice of public review and comment period. Every City sponsored capital improvement project shall also include a CPP that must be implemented before final approval or award of construction bid.

The following types of projects are exempt from the CPP requirement when in compliance with all other City ordinances and regulations:

1. Construction of one single-family detached dwelling, not within the Coastal Commission appeal jurisdiction, provided that no discretionary permit or administrative review is required other than a Coastal Development Permit
2. Signs
3. Sign Programs
4. Certificates of Compliance
5. Extension Requests
6. Lot Line Adjustments
7. Ministerial Applications (Ord. 2002-11)

An applicant may submit a Citizen Participation Plan and begin implementation prior to the formal application submittal, **after** conducting a pre-application consultation with Development Services staff.

Applications submitted 60+ days after CPP report approval require a notice to be sent to the public notice list, notifying them that a formal application has been submitted.

PUBLIC NOTICE REQUIREMENTS

The importance of the CPP notice is to allow for early community participation, interaction, and dialogue. The City will make every effort to keep to the below outlined timeframes and will work with applicants and neighbors when inconsistencies arise.

Type of Communication	CPP Notices Received by Neighbors and Interested Parties
Meetings	Postmarked a minimum of 10 days prior to the meeting date
Newsletters	Postmarked a minimum of 14 days prior to the close of the 14-day comment period

Additional Requirements
Signed Certificate of Mailing (staff will provide upon CPP approval)
Retain returned/undeliverable mail to be referenced in Final CPP Report
Note: Any interested party not on the mailing list will be added for future mailings regarding the project

FOR MORE INFORMATION OR QUESTIONS PLEASE CONTACT:

Development Services Department – Planning
 505 South Vulcan Avenue, Encinitas, CA 92024
 Phone: (760) 633-2710 Email: planning@encinitasca.gov

PLAN CONTENTS (REQUIRED FOR SUBMITTAL)

1. Citizen Participation Plan (see page 5)

A. Project description

- Case number (assigned by staff)
- Project location
- Property owner
- Scope of work
- Zoning designation
- Required permit types
- What exists on site and what is proposed (including square footages, architectural style and/or materials to be used, and other pertinent information)
- Property types that surround the site

B. Interested Parties and Methods of Notification

- All owners and occupants within 500 feet of the project site, as well as any interested parties will be notified of the meeting (or newsletter if approved by the project planner) via mail and the City's Public Notice webpage.

In some instances, newsletters may be allowed in lieu of a meeting, subject to Planner approval.

C. Schedule

- Submittal date
- Proposed meeting (or newsletter mailout) date – subject to staff approval
- Final report submittal date

On-site meetings are preferred, but alternate locations may be used. Meeting rooms are available at City Hall for a nominal fee (subject to staff availability).

Meeting date/time guidelines:

- No meetings on the 1st and 3rd Thursday or the 2nd, 3rd, and 4th Wednesday of the month when Planning Commission and City Council meet.
- Weekday meetings to start at 6 p.m. or later, weekend meetings 10 a.m. or later.
- No meetings on holidays/close proximity to holidays.

2. Draft Notice Letter (see page 6)

- Project description (Refer to 1A)
- Contact information: name, email address, and phone number
- Meeting date, time, and location – subject to staff approval

Notice package and vicinity map will be provided by the City upon CPP approval, and applicant is responsible for mailing and associated costs.

- Vicinity map – provided by the City
- Standard disclaimer

3. Sign in sheet (see page 8A)

4. Comment cards (see page 8B)

5. Plans – minimum size 8.5” x 11”

- Site plan
- Floor plans
- Elevations

**6. Final report – due at conclusion of meeting or comment period (see page 9)
(submit Final Report within 7 days of meeting or 14 days after mailing of newsletter)**

- Case number
- Project address
- Project name
- Technique used to notify and involve the public of the application
 - Chronological list of meetings, newsletters employed in outreach process
 - Number of notices mailed out and number returned as undeliverable
 - Number of participants
- Description of the concerns, issues, and questions heard during the CPP process
- How the concerns, issues, and questions were addressed
- If concerns, issues, and problems could not be addressed, explain why

The sign-in sheet, comment cards, and written correspondence shall be submitted as report attachments per EMC 23.06.040.F. Once the report has been approved by staff, applicant is required to distribute a copy to all CPP participants.

Projects that are modified as a result of staff review or the CPP process may require additional CPP meetings or newsletters. An updated application and revised plans must be submitted in order to complete project review.

Citizen Participation Plan
Case number (assigned by staff)
Project address
Project name (i.e., Jones remodel)

Project Description

This project proposes **general scope of work** at **site address**. This property is owned by **property owner name** is zoned **zoning designation**, and is within the **overlay zones if applicable**. The project requires the following:

1. A **Permit type** is required because **reason why permit type is required**.

List additional permit types as applicable

Additional project details: what is currently on site, what is proposed, square footages, style of architecture and/or materials to be used, and other pertinent information. The site is surrounded by **site surroundings to the north, south, east, and west.**

Interested Parties/Methods of Notification

All property owners and occupants within a 500-foot radius from the project site will be sent a copy of the neighborhood letter and vicinity map in the mail. Any other groups that the City feels should be notified will also receive a letter. This Citizen Participation Plan would give the community the opportunity to provide comments, input, and ask questions about the proposed project. Community input will be collected at a meeting to be held at **proposed meeting location**. *(Or Community input will be collected during a 14-day comment period if newsletter CPP is approved).*

Schedule

1. Submit CPP to planning staff for approval – **Date**
2. Hold Neighborhood meeting – **Date of meeting or newsletter mail-out date (subject to staff approval)**
3. Submit final report – **Date (7 days after meeting or 14 days after newsletter mail-out date)**

Notice mailing date

Applicant name

Invite you to attend (or comment if newsletter)
a neighborhood meeting

Project name

Case number

This project proposes **general scope of work** at **site address**. This property is owned by **property owner name** is zoned **zoning designation**, and is within the **overlay zones if applicable**. The project requires the following:

1. A **Permit type** is required because **reason why permit type is required**.

List additional permit types as applicable.

Additional project details: what is currently on site, what is proposed, square footages, style of architecture and/or materials to be used, and other pertinent information. The site is surrounded by **site surroundings to the north, south, east, and west.**

We are looking forward to meeting you and discussing any concerns or questions you may have regarding this proposed project. Plans are available for review upon request. If you are unable to attend the meeting or have questions prior to the meeting, please contact **name** at **phone number or email address**.*

*Newsletter language:

We are looking forward to hearing from you and discussing any concerns or questions you may have regarding this proposed project. Plans are available for review upon request.

Please submit your written comments to **name** at **phone number** or **email** no later than **date 14 days from when notice is postmarked**.

Please join us on:

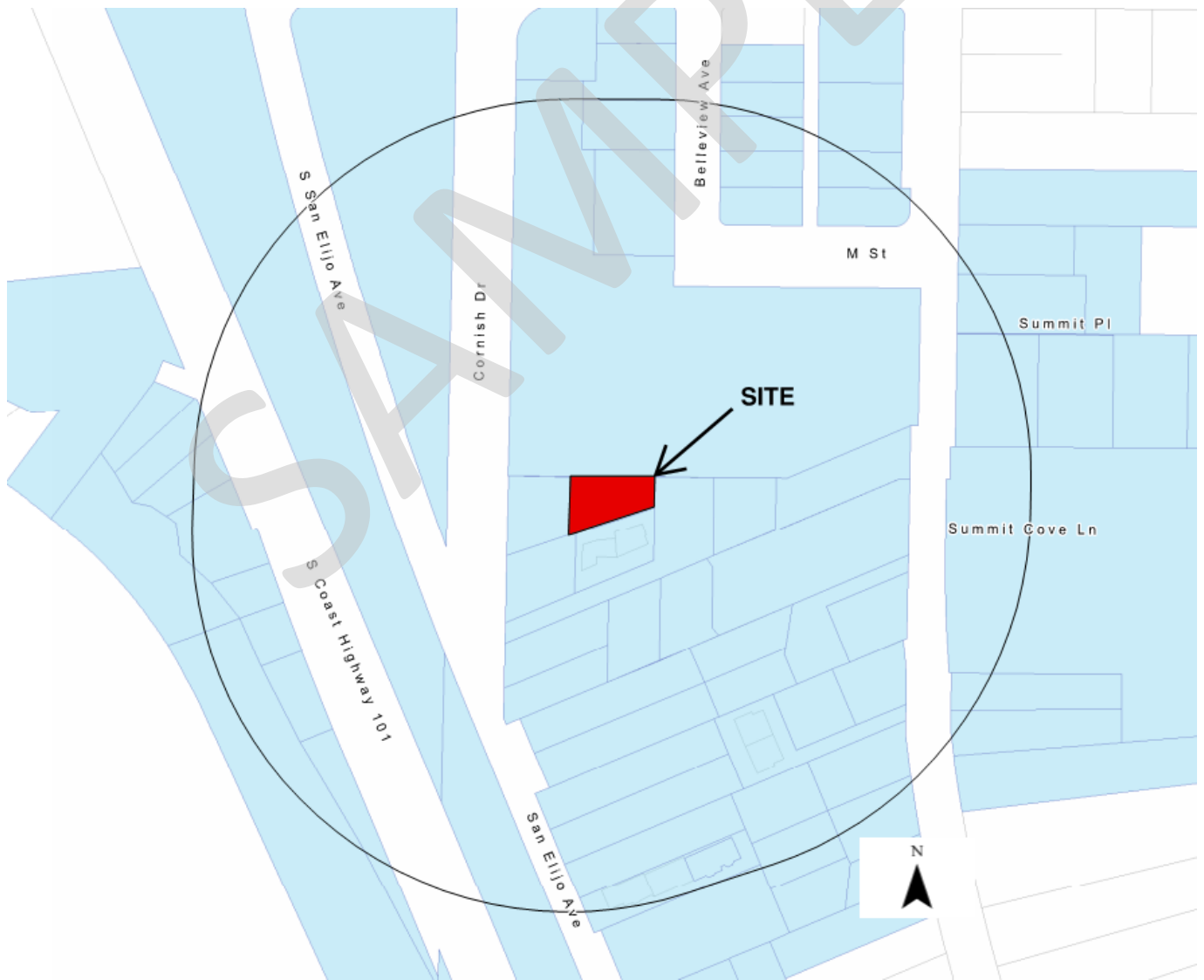
Proposed date – subject to staff approval

Meeting time – 1-hour duration

Meeting location

*This notice is being sent to you in fulfillment of the City of Encinitas Citizen Participation Program requirements (E.M.C. 23.06). This outreach effort to our neighbors is necessary because an application for development has been or will be filed with the City of Encinitas, Development Services Department. The sole purpose of this process is to be a preliminary tool for opening a dialogue and to ensure that the project applicants and the citizens both have an opportunity in the planning process to discuss, understand, and try to resolve neighborhood issues related to potential impacts of a proposed project on the surrounding neighborhood. It is not meant to necessarily change or prevent a project as proposed. Please continue to monitor any notices you receive as changes may be made to the project before the final decision is made. Questions about this notice and the proposed development should be directed to the contact person above. Questions regarding the Citizen Participation Program should be direct to the Development Services Department at (760) 633-2710.

Vicinity Map



Project address

A. SIGN IN SHEET EXAMPLE

Project address:

Case No:

Name	Address	Email	Received notice?*

*If you did not receive notice but would like to be added to the mailing list, please include an address for future mailings.

B. COMMENT CARD EXAMPLE

Project name and address:

Case No.

1. Do the documents and presentation clearly identify the scope of the project? Y/N
If no, please describe areas requiring clarification.

2. Do you have any other issues or concerns requiring further review? Y/N
If yes, please explain.

Name (please print): _____

Address: _____

Citizen Participation Plan Final Report

Case number
Project address
Project name

A Citizen Participation meeting was held on **date** at **time** at **meeting location**. There were **number of** attendants/participants. A brief presentation of the proposed project was made by **representative**. After these initial remarks, there were several questions regarding details of the proposed project. These questions, comments, and responses are follows:

1. Techniques used to notify and involve the public regarding the application

A letter and vicinity map notifying all property owners and occupants within 500 feet of the project site was mailed on date mailed. Additional community groups if applicable were also noticed per the request of the Development Services Department. Of the **number** notices that were mailed out, **number** were returned as undeliverable.

2. The concerns, issues, and problems heard during the process
List questions and comments received.
3. How the concerns, issues, and problems have been addressed.
Describe how the questions, comments, and concerns were addressed.
4. If there are concerns, issues, and problems that couldn't be addressed, explain why.
Describe the concerns, issues, and problems that couldn't be addressed, if applicable.

The meeting lasted **duration**. The attendees were informed that a report (including the sign in sheet, comment cards, and correspondence received) would be prepared and submitted to the Development Services Department. Once approved, a copy of the report will be distributed to all CPP participants.

APPENDIX

C. Staff advisory Committee (SAC) Handout



CITY OF ENCINITAS
Development Services Department
505 S. Vulcan Ave
Encinitas, CA 92024
www.encinitasca.gov
Phone: 760-633-2710
Email: planning@encinitasca.gov

STAFF ADVISORY COMMITTEE

Purpose:

The purpose of the Staff Advisory Committee (SAC) is to assist a property owner or applicant through the development review process, to identify issues prior to project design, and to provide an opportunity for staff to meet regularly to discuss and resolve common issues.

Staff Advisory Committee (SAC):

The SAC includes staff from Planning, Building, Engineering, Fire, Parks, and Public Works/Water/Sewer.

Meeting Day/Times:

Two one-hour meeting times on Wednesdays are available: 10:00 a.m. to 11:00 a.m. and 11:00 a.m. to 12:00 p.m. Complicated issues/projects may be scheduled for two hours, from 10:00 a.m. to 12:00 p.m.

Appointments:

The Development Services Department staff can schedule appointments. An applicant or staff can request a SAC meeting. Phone: (760) 633-2710

Why meet with SAC:

Many discretionary projects are complex and have multiple issues, involving a variety of departments to review and comment. A meeting with SAC can draw upon all the City resources to address the issues and standards applicable to your project.

When to meet with SAC:

An applicant can meet with SAC at various times during the process. The meetings with SAC are not mandatory but recommended. Not all discretionary projects, however, need a meeting with SAC. Many of the meetings can be held outside of this process when one or two people can handle the meeting and provide the information needed, e.g., Coastal Development Permit or bluff top home development.

The following times to meet are suggested:

1. Predevelopment Meeting – This allows the applicant to meet with SAC prior to submittal of a discretionary application. At this meeting, staff would identify potential issues that may need to be addressed through the process, provide an overview of the process, and discuss City standards that may affect the project design. (No cost.)

Applicant needs to provide a project (conceptual design) with enough detail that will provide meaningful feedback. All comments are preliminary; additional and more detailed comments can be expected during the discretionary review process.

2. During the Discretionary Review Process – This is to allow the applicant to meet with SAC while staff is reviewing the discretionary application. This meeting can help to address conflicting issues between departments, assist in better coordination between departments, discuss any alternative project designs that may address issues, and to review draft conditions of approval. (Part of the application fee/deposit.)

3. Post Discretionary Approval – This is to allow the applicant to meet with SAC to review the conditions of approval, understand more clearly what is needed in order to satisfy project conditions, to resolve any disputes that may arise, and assist in better coordination between departments. (Part of the application fee/deposit.)

4. Review Project Tracking (staff only) – Once a month, staff will review the status of all projects within the discretionary process and discuss time frames, deadlines, and project issues. The purpose is to improve the

communication between departments on project status. Discussion of project issues can be handled directly with the project manager.

Coordination:

The Development Services Department will coordinate and facilitate the meetings. Meeting notes will be prepared and may include (via attachment) written comments or other information from staff or the applicant. The meeting notes will then be circulated to staff and the applicant. The Development Services Department will retain all meeting notes.