



CITY OF ESCONDIDO
Planning Division
201 North Broadway
Escondido, CA 92025-2798
(760) 839-4671
Fax: (760) 839-4313

FOR INTERNAL USE ONLY	
Case No.:	_____
Date Filed:	_____
Fee:	_____
Receipt No.:	_____
Rec'd by:	_____
Related Cases:	_____

INITIAL STUDY FORM – PART I
(To Be Completed by Applicant)

APPLICANT/CONTACT PERSON

Name (Print): _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 Fax: _____
 E-mail: _____
 Signature: _____

OWNER (If multiple owners/addresses, attach additional sheets as necessary.)

Name (Print): _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 Fax: _____
 E-mail: _____
 Signature: _____
 (authorizing applicant to submit application)

SITE INFORMATION

Property Address: _____
 Assessor's Parcel No.(s): _____
 General Plan Designation: _____

Tier/Neighborhood: _____
 Zoning: _____
 Overlay Zone: _____

List other agencies which have, or must, approve the project:

Describe the proposed project (attach statement if necessary):

Describe the type of application (Conditional Use Permit, Variance, etc.):

Size of parcel (acreage): _____

Square footage of each building: _____

If a subdivision, range of lot sizes: From: _____ Square Feet to _____ Square Feet.

Number of floors: _____

Number of parking spaces provided: _____

Is this project to be developed in several phases? YES NO If yes, give dates:

Amount of grading proposed in yards: _____

Height of maximum cut slope: _____

Height of maximum fill slope: _____

Slope inclinations: _____

Is this a portion of any larger project? YES NO If yes, describe on an attached sheet.

If residential, include the number of units, size of units (number of rooms), and/or lots, and type of household size.

If commercial, indicate the type (CG, CT, etc.) square footage of sales area.

If industrial, indicate type and estimated number of employees.

If institutional, indicate the major function, estimating number of employees, estimated occupancy.

If the project involves a variance, conditional use permit or rezoning application, state this and indicate clearly why the application is required (see required findings in Zoning Code).

Are the following items applicable to the project or its effects: Discuss below all items checked yes.
(Attach additional sheets if necessary.)

- Change in existing features of any lakes or hills, or substantial alteration of topography or drainage. (If yes, submit accurate topo and grading plan). Yes No
- Change in scenic views or vistas from existing residential areas or public lands or roads. Yes No
- Change in pattern, scale or character of general area of project. Yes No
- Significant amounts of solid waste or litter. Yes No
- Result in dust, ash, smoke, fumes or odors being discharged in the vicinity. Yes No
- Change in lake, stream or ground water quality or quantity, or alteration of existing drainage patterns. Yes No
- Substantial change in existing noise or vibration levels in the vicinity. Yes No
- Site on filled land or on slope of 10 percent or more. **(If site contains any slope in excess of 10 percent, submit accurate topo).** Yes No
- Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives. Yes No
- Substantial increase in demand for municipal services (police, fire, water, sewage, etc.). Yes No
- Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.). Yes No
- Relationship to a larger project or series of projects. Yes No

ENVIRONMENTAL SETTING (Enclose several photographs of property keyed to a site map taken from various vantage points, with specific shots taken to display trees, shrubs, topography, and stream course(s), if any.)

Describe the project site as it exists before the project, including information of topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. (Please review the Escondido Historical Survey at the Planning Department.) Describe any existing structures on the site and use of the structures. (Use additional sheets if necessary.)

Describe the surrounding properties, including information on zoning plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.) and intensity of land use (one family, apartment, houses, shops, department stores, etc.).

Archaeological Setting:

- | | | |
|--|------------------------------|-----------------------------|
| 1. Is the property within 1/4 mile of a stream course? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Are there any granitic outcrops on the project site? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Are there any isolated areas of dark soil development on the project site? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Are there any surface concentrations of stone flakes, bone, or pottery fragments on the property? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Are there any prehistoric assemblages of rock or rock art on the property? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

For projects consisting of residential units (adult or family), request in writing a letter from the:

1. Escondido Union School District
2. Escondido Union High School District

describing the project's impact on enrollment and submit the school letters **WITH THE FORM**.

In all cases in which a mature tree is being removed from a right-of-way, include a justification and picture of the tree.

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented is true and correct to the best of my knowledge and belief.

I further understand that additional information or requirements may be necessary.

DATE

SIGNATURE

ENVIRONMENTAL INITIAL STUDY

In the state of California, the development permit process is coordinated with the environmental review process under the California Environmental Quality Act (CEQA). Every development project, which is not exempt from CEQA, must be analyzed to determine the potential environmental effects of the project. **This analysis is required by State Law.** It must be completed within specified time periods which are concurrent with the time periods in which an agency is required to approve or deny the project.

Submittal Requirements

The following shall be required in order to accept an application as complete. As determined by the Director of Planning and Building, additional information not listed below may be required to make a complete application. This will be determined on a case-by-case basis.

1. Completed and signed application form (a letter of permission, signed by the owner, may be substituted for the owner's signature on the application form).
2. Twelve (12) copies each of all subdivision maps, plot plans, floor plans, exterior elevations, etc. as required by the appropriate development application(s). Plans shall be collated into sets and folded to 8½" x 11". See filing instructions for individual applications for exact details.
3. Slope analysis depicting slope categories and acreage within each category as follows:
 - a. 0-15%, 15-25%, 25-35%, 35% and over.
Note: If entire site is less than 10% slope, a statement to that effect, by a licensed civil engineer may be accepted in lieu of a slope analysis.
 - b. Location and area of any on-site stream courses.
4. Photographs of site from various vantage points, with specific shots taken to display existing trees, shrubs, topography, and stream course(s), if any.
5. Letters from school districts indicating their ability to provide school facilities to serve the project.
6. Plat map showing all properties within 500 feet of the subject property with the 500-foot radius drawn ([see attached](#)).
7. Typewritten list of all current Assessor Parcel Numbers within the 500-foot radius ([see attached](#)).
8. Hazardous Wastes Disclosure Statement ([see attached](#)).
9. SDG&E Notification Form ([see attached](#)).
10. [Fees](#).

Procedure

The CEQA procedure involves a number of steps which produce an environmental document supporting the lead agency's permit decisions. The first step in the CEQA process is to determine whether the proposed project is subject to CEQA. There are a number of statutory and categorical exemptions. If the proposal is not covered by CEQA, a **Notice of Exemption** may be filed. If the project is covered by CEQA, an Initial Study must be prepared to determine whether the project may have a significant adverse impact on the environment. The Initial Study must be completed within 30 days after an application is accepted as complete.

If the Initial Study shows that the project is subject to CEQA but will not have a significant effect on the environment, a **Negative Declaration** must be prepared and circulated by the lead agency. Where potential significant effects are shown, but the project is modified or mitigation measures are imposed such that the effects are rendered insignificant, the lead agency must prepare and circulate a Mitigated Negative Declaration. Applicants shall sign an enforceable commitment prior to circulation agreeing to comply with all mitigation measures. In either case, the Negative Declaration must be circulated for review for 20 days. If responsible agencies are involved in obtaining approval, the Mitigated Declaration shall be forwarded to the State Clearinghouse for a 30-day review period. All comments **must** be ready for adoption by the lead agency within 105 days after a completed application is accepted.

If the Initial Study shows that the project **may** have one or more significant effects, the lead agency must circulate a **Notice of Preparation (NOP)** and must consult with responsible and trustee agencies as to the content of the environmental analysis. At the close of this period, the lead agency must prepare and circulate a **Draft Environmental Impact Report (DEIR)**. All concerned agencies and the public may review the DEIR. All comments on the DEIR must be made within the 45-day review period.

At the close of the review and comment period, the lead agency must respond to the comments received. The lead agency prepares and certifies a **Final Environmental Impact Report (FEIR)**. In the FEIR, the lead agency must also find that each significant impact will be mitigated **below the level of significance** where feasible, or that overriding social or economic concerns merit the approval of the project.

With the CEQA and permit review process completed, the lead agency must approve or deny the permit and file a **Notice of Determination (NOD)**. Environmental documents for projects involving one or more state agencies or involving issues of areawide or statewide significance must be sent to the State Clearinghouse for distribution to interested state agencies.

Signatures. Applicant and property owner signature lines must be signed, even if the applicant and property owner are the same. The signature of the architect and/or engineer is also required if drawings are submitted by professional architects and/or engineers.

Applicant

As part of this application the applicant hereby agrees to defend, indemnify and hold harmless the City of Escondido, its Council, boards and commissions, officers, employees, volunteers, and agents from any claim, action, or proceeding against the City of Escondido, its Council, boards and commissions, officers, employees, volunteers and agents, to attack, set aside, void or annul an approval of the application or related decision, including environmental documents, or to challenge a denial of the application or related decisions. This indemnification shall include, but not be limited to, damages awarded against the City, if any, costs of suit, attorneys' fees, and other expenses incurred in connection with such claim, action, causes of action, suit or proceeding whether incurred by applicant, City, and/or the parties initiating or bringing such proceeding. The applicant shall indemnify the City for all of City's costs, attorneys' fees, and damages which City incurs in enforcing the indemnification provisions set forth herein. The applicant shall pay to the City upon demand any amount owed to the City pursuant to the indemnification requirements prescribed.

By signing below, I hereby certify that the application I am submitting, including all additional required information, is complete and accurate to the best of my knowledge. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper by the City of Escondido.

Applicant: _____

Date: _____

Property Owner

By signing below, I hereby certify under penalty of perjury, that I am the owner of record of the property described herein and that I consent to the action requested herein. All other owners, lenders or other affected parties on the title to the property have been notified of the filing of this application. Further, I hereby authorize City of Escondido employees and officers to enter upon the subject property, as necessary to inspect the premises and process this application.

In order to facilitate the public review process, the City requires that property owners agree to allow any plans or drawings submitted as part of the application to be copied for members of the public. Property owner(s) hereby agree to allow the City to copy the plans or drawings for the limited purpose of facilitating the public review process.

Property Owner: _____

Date: _____

Architect/Engineer

In order to facilitate the public review process, the City requires that architects and engineers agree to allow any plans, drawings, studies or reports submitted as part of the application to be copied for members of the public. Architect/Engineer hereby agrees to allow the City to copy the plans, drawings, studies or reports for the limited purpose of facilitating the public review process.

Architect: _____

Date: _____

Engineer: _____

Date: _____

**CITY OF ESCONDIDO
Sign Posting Requirement**

This requirement involves physically posting a notice on the project site in a conspicuous location so that the notice is visible from all portions of the site which abut a private or public street. The applicant shall maintain the posted notice in good condition for the full ten (10) day public notice period. Such notice shall be clearly titled "NOTICE OF PERMIT APPLICATION," and shall include:

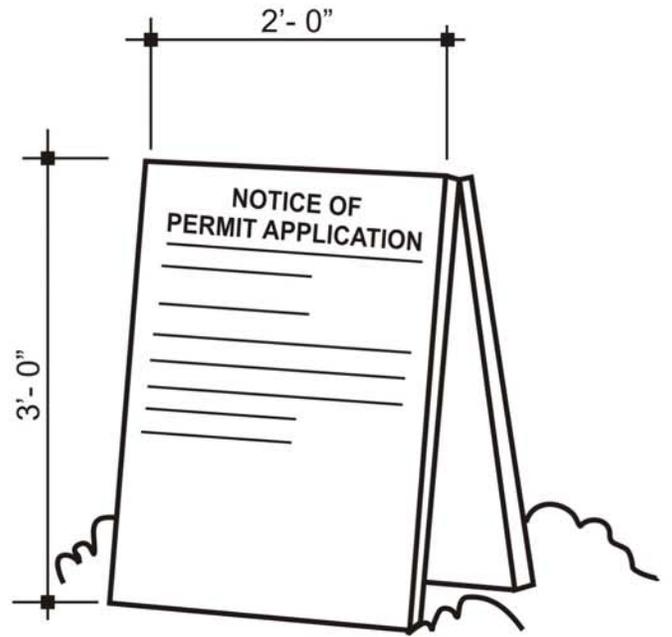
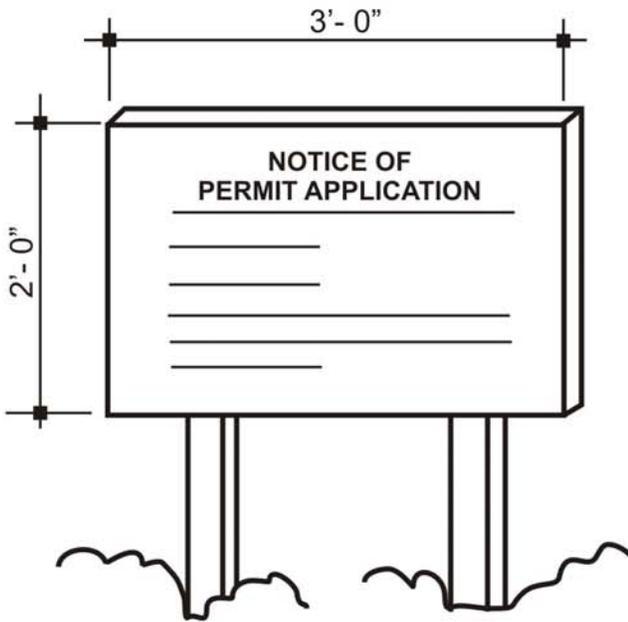
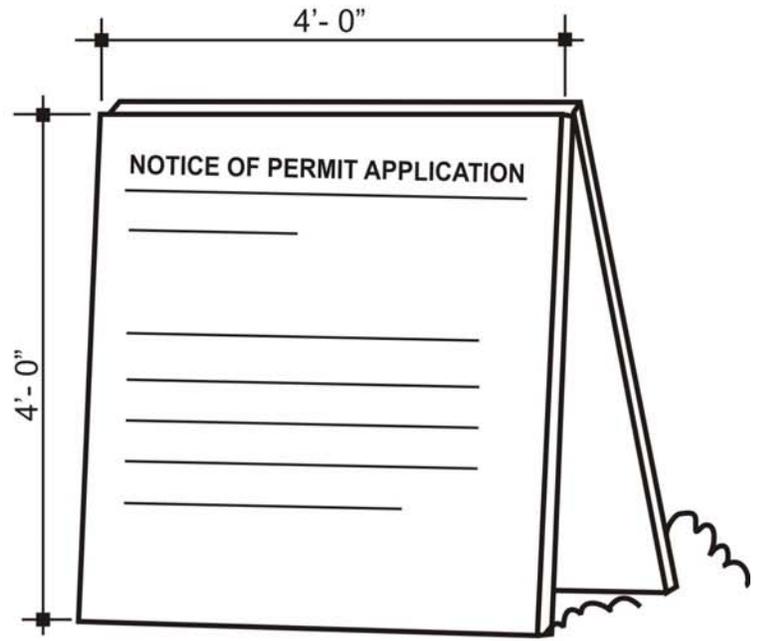
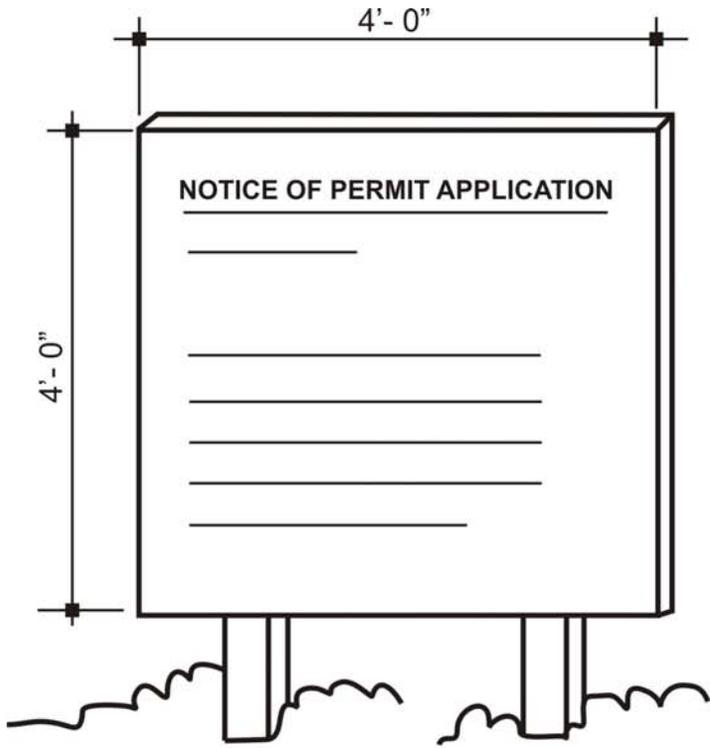
- a) a general explanation of the matter to be considered,
- b) the City case reference number,
- c) the applicant's name, and
- d) the telephone number of the Planning Division for further information.

The notice shall be constructed according to the following standards:

- a) Minimum size requirements of 16 sq. ft. for undeveloped parcels 1 acre or larger in size or developed parcels larger than 10 acres.
- b) Minimum size requirements of 6 sq. ft. for developed parcels less than 10 acres or undeveloped parcels less than 1 acre.

See attached forms for examples. The applicant will be required to utilize a standard sign copy which is available at the Planning Division (see current [Fee Schedule](#)). About four days prior to sign posting date, the applicant will be informed of exact wording to be indicated on the sign.

NOTICE OF PERMIT APPLICATION
REQUEST: _____ _____ _____
CASE NO: _____
APPLICANT: _____
HEARING DATE: _____
FOR FURTHER INFORMATION CALL (760) 839-4671
DATE POSTED: _____



* Each sign should face the street and be posted 10' - 15' from the edge of the street (right behind the sidewalk).

CITY OF ESCONDIDO

Examples of Complete Project Description

The project descriptions listed below are three examples of what staff considers to be **complete** project descriptions. For adequate analysis, complete legal descriptions are required.

EXAMPLE 1

A Tentative Subdivision Map and Master and Precise Planned Development for 33 lots and 33 single family, detached units, requesting lot averaging and a Grading Exemption to allow interior cut slopes up to 33 feet in height where such slopes are limited to 20 feet in height, on 1.5 acres, in the R-1-15 (Single Family Residential, 15,000 sq. ft. minimum lot size) zone.

EXAMPLE 2

A Grading Exemption to allow an increase in the height of an existing peripheral fill slope from 11 feet to 13 feet, where such slopes are limited to 5 feet in height, on 1.5 acres, in the R-E-20 (Residential Estates, 20,000 sq. ft.) zone.

EXAMPLE 3

Modifications to a previously approved Preliminary Plan including revisions to the site design, building elevations, access, and a variation in the unit type, and a Master and Precise Development Plan for 216 apartment units in the P-D-R, 24.5 (Planned Development Residential, 24.5 du/acre) zone.

Please note that the description identifies all aspects of the request, i.e., size, zoning, number of lots and/or units, identification of all exceptions in comparison to ordinance standards.

NOTICE: PUBLIC ART PARTNERSHIP PROGRAM

Effective February 17, 1987, development projects requiring building permits from the City of Escondido will be subject to the Public Art Partnership Program, with some exceptions. In conjunction with development, artwork approved by the Public Art Partnership Panel or an in-lieu fee based upon building valuation will be required with the issuance of building permits. Please contact the Planning Division for further information.

NOTICE: REQUIREMENT TO UNDERGROUND OVERHEAD UTILITIES

Effective February 14, 2007, developments shall be conditioned to underground all overhead utilities along the street frontage, abutting side or rear property lines or through the interior of the development. If a waiver of this condition is requested by the applicant, said request shall be made in writing justifying the reasons for waiving required undergrounding conditions.

**CITY OF ESCONDIDO
Disclosure Statement**

Consultation of List of Sites Related to Hazardous Wastes

Certification of Compliance with Government Code Section 65962.5

Pursuant to Government Code Section 65962.5f (AB 3750 Cortese), this statement **must be completed and signed** by the applicant before an application can be deemed complete for any type of development project.

I certify that I have consulted the list of identified hazardous waste sites consolidated by the Office of Planning and Research (OPR), which is posted and maintained at the Planning Division of the City of Escondido.

I hereby certify that the proposed location for a development permit application at:

Street Address	Assessor Parcel No.	
<hr/>		
City	State	Zip

- is not** on the most recent list of identified hazardous waste sites consolidated by the Office of Planning and Research.

- is** on the most recent list of identified hazardous waste sites consolidated by the Office of Planning and research. A copy of the list is hereby attached.

Signature of Applicant/Owner	Date
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SDG&E Notification

The SDG&E Company's Gas Planning Department has requested notifications of new projects proposed in Escondido for utility purposes only.

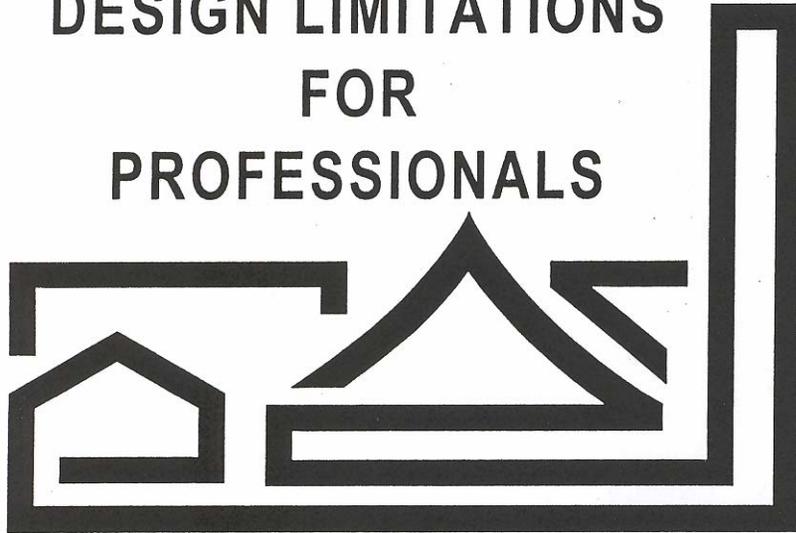
This is to certify that I have routed a copy of the site plan and project description to the SDG&E Gas and Planning Department addressed as:

SDG&E
Gas Planning Department
Operations Manager
6875 Consolidated Way, Mail Stop SD1311
San Diego, CA 92121

Signature of Owner or Applicant

Date

DESIGN LIMITATIONS FOR PROFESSIONALS



STRUCTURAL ENGINEERS

No limitations; may design any building of any type.

CIVIL ENGINEERS

May design any building except hospitals or schools.

ARCHITECTS

May design any type building with these exceptions

- The structural portion of a hospital.

UNLICENSED PERSONS

Limited to design of:

- Single-family dwellings of woodframe construction not more than two stories and basement in height
- Multiple dwellings containing no more than four dwelling units of woodframe construction not more than two stories and basement in height. Not more than four dwelling units per lot.
- Garages or other structures appurtenant to dwellings of woodframe construction not more than two stories and basement in height.
- Agricultural and ranch buildings of woodframe construction.*
- Nonstructural store fronts, interior alterations or additions, fixtures, cabinet work, furniture, or other appliances or equipment including nonstructural work necessary to provide for their installation.
- Nonstructural alterations or additions to any building necessary to or attendant upon the installation of such storefronts, interior alterations or additions, fixtures, cabinet work, furniture, appliances, or equipment.
- May not design any component that affects the safety of any building or its occupants, including but not limited to structural or seismic components.

* Unless the building official having Jurisdiction deems that an undue risk to the public health, safety or welfare is involved.

APPLICABLE STATUTES

6731, 6736, 5537.1 of B & P Code

APPLICABLE STATUTES

15013 of H & S Code
5537.5, 6731, 6735 of B & P Code

APPLICABLE STATUTES

15048 of H & S Code
5500.1, 6737 of B & P Code

APPLICABLE STATUTES

5537, 5538, 6737.1 of B & P Code

CITY OF ESCONDIDO

STORM WATER REQUIREMENTS FOR ALL DEVELOPMENT PROJECTS

As of February 16, 2016, all projects being permitted by the City of Escondido are required to state their level of storm water responsibility and what storm water best management practices (BMPs) the project will include, based on the type of project.



MINOR projects – generally do not disturb any dirt

Require:

- Construction BMPs – for example, keeping the site clear of trash

PRIORITY projects – generally large scale ground disturbance, or the change from natural landscape to impervious paving and buildings

Require:

- Construction BMPs – for example, preventing erosion from the site
- Site Design BMPs – for example, working with existing natural features like trees and hills
- Source Control BMPs – for example, covering & berming any outdoor work areas
- Treatment Control BMPs – for example, including storm water retention basins

STANDARD projects – generally, all other types of projects

Require:

- Construction BMPs – for example, washing paint and stucco into a container and not onto the ground
- Site Design BMPs – for example, directing water from roofs and pavement into landscaping instead of directly into the street
- Source Control BMPs – for example, trash enclosures with roofs

Applications to the City for Standard or Priority must include the **storm water submittal forms** with their application. Minor projects are noted as minor projects on the main application form.

See www.escondido.org/bmps-for-new-development-redevelopment.aspx for forms including checklists to determine project types, other BMP suggestions, resources and information about designing the project.