AN APPLICANT'S GUIDE TO PROCEDURES

DEVELOPMENT REVIEW PERMIT
APPROVAL BY CITY COUNCIL

DEPARTMENT OF DEVELOPMENT SERVICES
10601 Magnolia Avenue, Santee, CA 92071-1222, (619) 258-4100, ext.167

A public hearing and approval of a Development Review Permit by the City Council is required for: 1) new commercial and industrial construction of more than 50,000 sq. ft. of floor area, 2) all multifamily projects, and 3) all single family projects where a tentative parcel map or tentative subdivision map is required. All other projects involving a Development Review Permit may be approved by the Director of Development Services or may be referred by the Director to the City Council if input from surrounding residents or property owners is desired.

Purpose. The Development Review procedure is designed to ensure that such things as structural location and design, public improvements, easement and right-of-way locations and size, grading, landscaping, and numerous other features conform to City regulations and are arranged in the best possible manner to serve the public.

The proposed project is evaluated for its consistency with the General Plan and zoning designation and the compatibility of the site plan and public improvements with surrounding development. Special attention is focused on the preservation of natural topographic features of value and the integration of the development to existing terrain and landforms.

PROCEDURE

Step 1 - Pre-Application Submittal

The following items must be submitted at pre-application stage:

1. Two (2) copies of completed and signed application forms for Development Review and Environmental Initial Study. The applications must be signed by the property owner.
2. Eight (8) copies of the following plans **collated, stapled, and folded in sets (8 ½x11"** or **8 ½ x 14")**:
   a. Site plan showing all existing easements on-site and all structures, uses, and driveways within 100 feet of the subject property.
   b. Building elevations (with callouts showing building materials and colors to be used).
   c. Preliminary landscape plan.
   d. Preliminary grading plan showing all cut and fill areas, pad elevations, slope heights, and retaining walls.
   e. Preliminary floor plan.
3. For project sites which have areas of natural slope of 10% or greater, the following must be submitted (see also Hillside Development Handout): a.) Two sets of slope analysis maps. b.) Eight copies each of two separate cross sections of the site. c.) Calculation of the average slope of the property using the approved formula
4. Completed sewer and water service availability form reviewed by Padre Dam Municipal Water District (9300 Fanita Parkway, Santee). Padre Dam will require a plot plan and processing fee for this review.
5. Two (2) copies of current (not more than six months old) Title Report and Grant Deed. The Preliminary Title Report shall have a copy of each easement referenced within the report.
6. Color and materials board showing samples and manufacturers callouts of building materials (size 8 1/2" x 11" or 8 ½" x 14").

7. A signed statement indicating whether the project site is included on any of the lists of hazardous waste sites pursuant to Government Code Sec. 65962.5. Please visit the San Diego County's Environmental Assessment Case Listing at http://www.sdcounty.ca.gov/deh/water/docs/sam_caselist.pdf.
8. Two (2) copies of preliminary Biology Report prepared by a certified Biologist (*unless deemed not applicable*).
9. Two (2) copies of completed and signed Ownership Disclosure Statement forms.
10. Two (2) copies of any additional materials required by the Department of Development Services.
11. Two (2) copies of completed National Pollutant Discharge Elimination System (NPDES) form and initialed Stormwater Fact Sheet 11 (Construction Activities).

NOTE: a) The Pre-Application process requires a $500 fee for submittal.
b) Please contact the Santee Elementary School District and Grossmont Union High School District for a list of their requirements.

Step 2 - Pre-Application Meeting

Approximately four (4) weeks from the date of submittal a pre-application meeting will be held at City Hall. Those attending the meeting include: representatives from the Department of Development Services, Fire Department, and the applicant and/or applicant's representative.

This will allow the Planning and Engineering staff to review the plans and to provide input to the applicant on possible environmental concerns, General Plan and zoning requirements, traffic, site and design criteria. This will limit possible delays and plan revisions.

Step 3 - Formal Application Submittal

After the pre-application meeting the applicants can make any changes (if any) that may have been requested or required by City staff. An appointment shall then be made with the assigned Project Planner, prior to formal submittal. The applicant should submit the completed formal application packet to the Department of Development Services. The Project Planner will review the materials to ensure that all of the required information is submitted.

The following items must be submitted at time of formal application:

1. Item 1 and items 3-11 from Step 1 above.
2. Application fee for: Development Review Permit and an Environmental Initial Study
3. Fifteen (15) sets of plans (site plan, grading plan, floor plan, cross sections, elevations, landscape plan **(collated, stapled, and folded to 8 ½" x 11" or 8 ½ x 14").** Additional plan sets will be requested after the project has been deemed complete (see Step 5 – Finalization of Plans).
4. One (1) reduced reproducible set of plans (size 8 ½" x 11" or 11" x 17").
5. Two (2) copies of Hydrology/Hydraulics Study (*This is only for projects located within the floodplain according to the City of Santee Flood Study)*. If the project lies within the floodplain, please contact Julie Procopio at (619) 258-4100 x 179.
6. Two (2) copies of Traffic Impact Study (*This is only for projects generating more than 1,000 ADT or 100 peak hour trips per SANDAG trip generation rates*).
7. Two (2) copies of Storm Water Management Plan (see Storm Water Management Plan handout to determine if needed).
8. Two (2) copies of Geotechnical Study and Drainage Study.
9. Three (3) copies of Preliminary Grading and Improvement Plan (see Site Plan Submittal Content Requirements).

10. Public Notice Package:
    a. One (1) set of San Diego County Assessor's map(s), prepared by a Title Company, marked-up showing the entire property outlined in red with a green line encircling the property at a distance of 300 feet from the property line. Each parcel lying wholly or in-part within the 300 feet shall have its Assessor's number colored yellow with a "highlighter" pen or yellow colored pencil. Assessor's maps must be 11" x 17" (full size) at true scale **and not reduced.**
    b. One (1) Copy of mailing label list, prepared by a Title Company. A typed list of all affected property owner's parcels highlighted in yellow as above; by Assessor's Parcel Number with names and address. The addresses must be the property owner and not the leaser or renter. In addition, the mailing list shall include the name and address of the subject property owner, applicant, and the agent or individual responsible for the request.
    c. One (1) set of stamped (current postage, no postage meter allowed), and addressed (typed) plain (no letterhead) No. 10 business envelopes for each property owner on the list (the City will provide the return address). If a property owner has several parcels, you need only submit one envelope
11. Any additional material which was requested as a result of the pre-application meeting.

Step 4 - Environmental Review

After the application is submitted to the Department of Development Services, the site plans will be sent to the appropriate public agencies involved in the project for their review and comment. Once the proposed project has been deemed complete and after the completion of an Environmental Initial Study, an environmental determination will be made. If no significant environmental impacts are anticipated, a Negative Declaration will be prepared. If it is determined that the project will have a significant environmental impact, an EIR will be prepared and circulated for public review and comment.

Step 5 – Finalization of Plans

Three (3) weeks prior to the public hearing, the applicant shall submit the following:

1. Ten (10) sets of colored plans (site plan, grading plan, floor plan, cross sections, elevations, landscape plan**) (collated, stapled, and folded to 8 ½" x 11" or 8 ½ x 14")**.
2. One (1) reduced (no larger than 8 ½" x 11") set of colored plans.
3. One (1) digital version of plans in PDF or JPEG format submitted to the Project Planner.

Step 6 - City Council Public Hearing

The City Council will consider the recommendation of the Department of Development Services and will, at a public hearing, either approve the Development Review Permit as submitted, approve with modification, or deny the project.

Step 7 – Post Entitlement:

1. Schedule a Post Entitlement meeting with the Project Planner.
2. Projects will be required to pay one of the following California Department of Fish and Game fees (State Law - AB3158):

Type of CEQA Document	Fee Effective 1-1-10
• Notice of Exemption	$50
• Negative Declaration (ND) or Mitigated Negative Declaration (MND)	$2,060.25
• Environmental Impact Report (EIR)	$2,842.25

For more information, see the California Department of Fish and Game (www.dfg.ca.gov/).

❑ APPLICATION FOR

DEVELOPMENT REVIEW

Department of Development Services
10601 Magnolia Avenue, Santee, CA 92071-1266, (619) 258-4100

FOR DEPARTMENT USE ONLY

NOTICE: THIS APPLICATION IS A REQUEST FOR APPROVAL OF A LAND USE PERMIT. DO NOT BEGIN CONSTRUCTION PURSUANT TO THIS APPLICATION UNTIL YOU HAVE RECEIVED WRITTEN APPROVAL OF YOUR REQUEST FROM THE CITY AND HAVE OBTAINED ANY REQUIRED BUILDING PERMITS.

1. **Applicant** _____ Address _____ _____ Phone _____ Signature _____ Print Name _____	2. **Property Owner** _____ Address _____ _____ Phone _____ Signature_____ (Authorizing Applicant to Submit Application) Print Name_____
3. **Applicant's Representative**_____ Address_____ Phone _____ Signature_____ Print Name_____	4. **Site Address**_____ 5. **Assessor's Parcel Number(s)**_____ 6. **Parcel Size**_____ 7. **Building Size** (sq. ft.)_____ 8. **Existing Land Use**_____ 9. **Zoning Designation**_____ 10. **General Plan Designation**_____

11. For Residential Projects:

(1) Number of Units: Existing _____ Proposed _____

(2) Number of Lots: Existing _____ Proposed _____

(3) Project Density: Existing _____ Proposed _____

12. Brief Description of Project (attach additional sheets as necessary)**:**

I, the undersigned, under penalty of perjury, claim the information contained within this application is, to the best of my knowledge, correct.

Signed: _____
(applicant)

Please Print Name: _____