



Additional Requirements for Planning Permits

Section A: Required Submittal Items

1. Pay the filing fee. See fee schedule to identify relevant filing fee for each permit request.
2. Provide a separate check in the amount of \$50 for the handling of CEQA documents (unless waived by staff). Make the check payable to the "San Diego County Clerk." Please note that the County will reject a check dated 90 days or more before receipt of the check by their office. Depending upon the length of time necessary to process your project, a new check may be required.
3. Provide a CEQA Environmental Information Form and associated filing fee (unless waived by staff.)
<http://resources.ca.gov/ceqa/guidelines/appendices.html>
4. Provide a Grant Deed and two copies of a Preliminary Title Report dated within six months of application submittal date. The Preliminary Title Report shall have a copy of each easement referenced within the report. Depending upon the nature of the request, the staff may waive the requirement for a preliminary title report and only require a grant deed. Staff may require an ALTA survey for complex projects or sites.
5. Comply with Stormwater regulations
 - a. Complete the attached Stormwater Intake Form I-1 Intake Form for ALL Permit Applications and Form I-2 Applicability of Stormwater Requirements for Standard and Priority Development Projects forms can be found at:
<http://www.cityofelcajon.us/Home/ShowDocument?id=8183>
<http://www.ci.el-cajon.ca.us/Home/ShowDocument?id=8185>

- b. If Priority Development Project category is triggered, provide two copies of a Conceptual Storm Water Mitigation Plan, where the template can be found at:

<http://www.cityofelcajon.us/Home/ShowDocument?id=8235>

- 6. Provide a City of El Cajon Disclosure Statement.
- 7. Provide a written description with specific details of the proposed project.
- 8. Provide 10 copies of the site plan. The plans shall be prepared as follows:
 - ___a. Maximum sheet size is 24" x 36". Fold the plans per the standard map fold as shown on page four.
 - ___b. Plan shall be to a standard engineer or architectural scale (minimum 1" = 50').
 - ___c. Include a north arrow. Plans should be oriented with north at the top of the page. Irregularly-shaped lots may orient differently if necessary to depict the entire project site at an appropriate scale.
 - ___d. Vicinity map showing all adjacent streets and the nearest cross streets, as well as the nearest arterial streets.
 - ___e. City of El Cajon title block in lower right hand corner (see attached). Use the alternate Specific Plan title block (also attached) for specific plan applications.
 - ___f. Plan shall include the location and accurate dimensions of:
 - ___1) All property lines
 - ___2) All easements
 - ___3) All existing and proposed structures, including the outline of structures on adjacent property within at least 50 ft. of the subject property
 - ___4) Distances from structures on the subject property to nearest property lines
 - ___5) Distances between buildings on the subject property

- ___6) Site plan features required by 2016 California Green Building Standards Code
- ___7) All existing and proposed fences or walls
- ___8) Distances between property lines and centerline of all adjacent street rights-of-way
- ___9) Existing and proposed changes to public right-of-way improvements
- ___10) All on-site vehicle and bicycle parking spaces and driveways with spaces numbered (including ADA and Clean Air Vehicle staff marking)
- ___11) All areas of existing and proposed landscaping
- ___12) All existing and proposed freestanding signs
- ___13) All existing and proposed on-site lighting
- ___14) All existing and proposed water meters, fire department connections and fire hydrants
- ___15) All existing and proposed utilities (including the proposed location of electrical and gas meters)
- ___16) All other notable project features which affect site design (i.e., common recreation areas, trash enclosures, electrical transformers, etc.)
- ___17) Building Construction Type (e.g. Type IV)
- ___18) Building Occupancy Classification (e.g. Group A)
- ___g. A "Notes" section shall be provided which provides the following information:
 - ___1) Gross and net lot area
 - ___2) Number of lots and/or dwelling units proposed (if applicable)

- ___3) Lot coverage (square footage and percent)
 - ___4) Area devoted to landscaping (in sq. ft.)
 - ___5) Area devoted to common recreation (if applicable)
 - ___6) Gross building area
 - ___7) Gross floor area
 - ___8) Parking requirement calculations and number of spaces provided
9. Provide one reduced version of the site plan (8 ½" x 11") with a note added (if applicable) indicating that the plan is not to scale.
 10. Provide a scaled, colored drawing of all exterior elevations identifying exterior building materials, including the screening of any mechanical equipment. This is not required for the establishment of a use within an existing structure or facilities where no external changes are proposed as part of the request.
 11. Provide a separate materials/color board identifying the color, material and texture of all exterior surfaces including roof materials. (NOTE: The materials/color board shall be no smaller than 8 ½" x 11"). This is not required for the establishment of a use within an existing structure or facilities where no external changes are proposed as part of the request.
 12. Provide a conceptual landscaping plan showing areas of ground cover, shrubs, trees and other landscape features. This is not required for project sites where there is existing, and well maintained landscaping, and where no new landscaping or landscape rehabilitation is proposed or required.
 13. Provide one copy of a scaled floor plan (unless waived by staff)
 14. Provide a Simulated Fire Hydrant Flow Test from Helix Water District (some use permits may not require this analysis) for projects within the Helix Water District or a letter of service from the Padre Dam Water District unless waived by staff.
 15. Provide a photographic survey of the existing conditions of the site. Photographs must be taken from the project boundaries at four or more locations and should depict both on and off-site views. Include a map with key indicating the location and direction each photograph was taken. The photographs should be in color and

of sufficient quality and size to demonstrate existing site conditions. The photos should be saved in .jpg format, numbered consistent with the provided key map and provided on a CD or flash drive (Process levels 3, 4, or 5).

16. Provide a CD or flash drive containing the project plans. Include one high quality.jpeg landscape orientation image of the elevations or site plan for use on the City website (Process levels 3, 4 or 5).

Section B: Conditional Requirements

Hillside Overlay Zone requirements as applicable:

17. Provide a Conceptual Grading Plan for all projects within the Hillside Overlay Zone or any project proposing to excavate or fill more than fifty cubic yards, create slopes steeper than 2:1 (two horizontal feet to one vertical foot), or excavate more than two feet in depth or fill more than twelve inches. The conceptual grading plan must be prepared and stamped by a licensed Civil Engineer in accordance with best practices.

Traffic Analysis Requirements as applicable:

18. Provide a traffic study for any project that generates more than 1,000 Average Daily Trips (ADT) or 100 peak hour trips for projects in conformance with the General Plan and Zoning and 500 ADT or 50 peak hour trips for projects not in conformance in accordance with SANTEC/ITE guidelines unless waived by staff.
19. Provide a queuing analysis for any project proposing a drive-through to identify the queuing capacity required for the use based on similar drive-through establishments.

Environmental Analysis Requirements as applicable:

20. Provide a noise analysis if the project is a residential project within an area with existing ambient noise levels in excess of 65dba or if it is a non-residential project that may generate noise levels in excess of 65dba during the day or 55dba during the night (including auto repair uses and car washes).
21. Provide a phase 1 Environmental Site Assessment (ESA) for residential projects on developed or previously developed sites, unless waived by staff.

22. Provide an air quality impact analysis for residential projects proposing 258 or more units prepared by a qualified professional to address the potential for reactive organic gas (ROG) emissions.

Wireless Communication Facilities Requirements (applicable to all new and modified facilities):

23. Provide a description of the services that the applicant proposes to offer or provide at the proposed site.
24. Provide documentation certifying the applicant has obtained all applicable licenses or other approvals required by the Federal Communications Commission and, if applicable, the California Public Utilities Commission, to provide the services proposed in connection with the application.
25. Submit a visual impact analysis consisting of photo-simulations, a photographic montage, elevations or other visual or graphic illustrations of the proposed wireless communications facilities, including antennae, which includes proper coloration and blending of the facility with the proposed site and surrounding area.
26. Identify the geographic service area for the proposed site, including a map showing the site and the associated “next” cell sites within the network. Describe how the proposed site fits into and is necessary for the company’s service network and include possible alternative locations.
27. Provide a written report of the assessment of all potential alternative sites, as well as a statement that an effort was made to attempt co-location at another site.
28. Provide signal strength and wireless coverage maps depicting the strength of wireless signals in the proposed project area. Provide one map depicting existing signal strengths and provide another map depicting the signal strength anticipated with operation of the proposed facility.

All plans must be legible and must incorporate graphics elements which comply with industry-accepted standards. Plans that are poorly drawn or do not meet industry-accepted standards may be deemed incomplete. Incomplete applications are not processed further until the identified issues are corrected.

When the application is ready for decision step, copies of the final site plan will be required as follows: 5 copies for Level 2 or 3; 10 copies for permits reviewed by the Planning Commission (Level 4); and 15 copies for permits reviewed by the City Council (Level 5). Additionally, for projects not exempt above, colored elevations will be required as follows: six copies in 11" x 17" format for any permit reviewed by the Planning Commission (Level 4). For any request which requires review by City Council (Level 5), submit 12 copies in 11" x 17" format.

Standard map fold

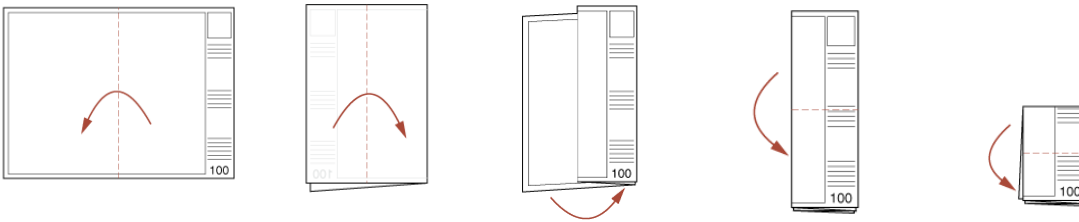
Step 1: Fold the drawing in half so that the content is concealed inside the fold.

Step 2: Fold the top leaf back over itself, which will be 1/4 of the original width.

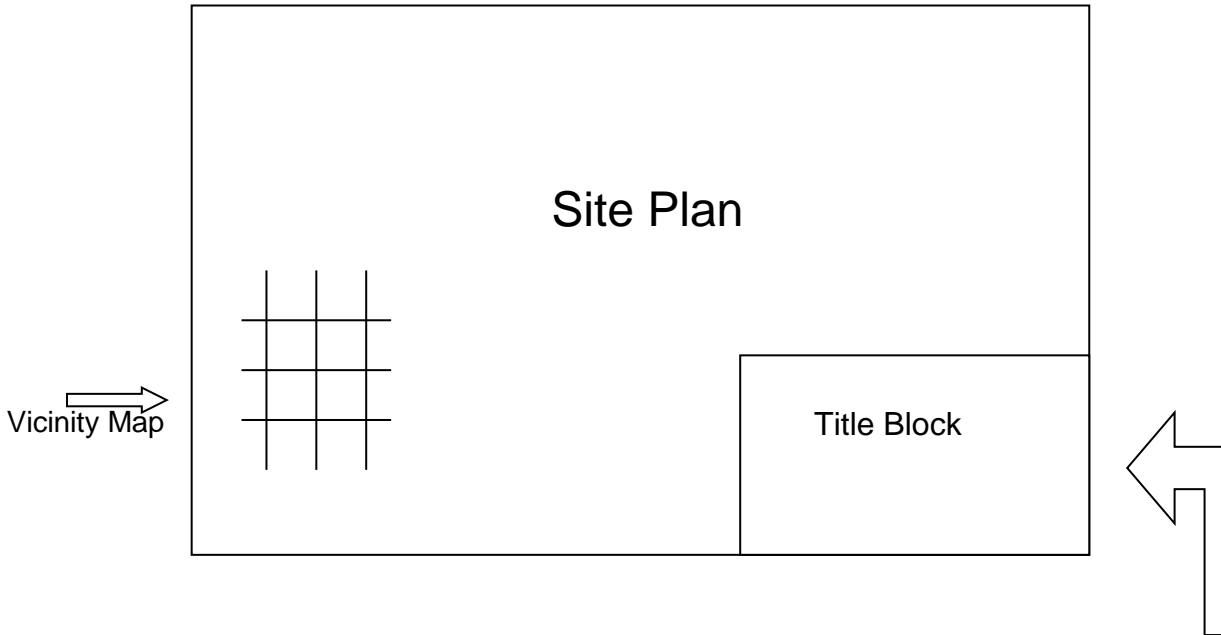
Step 3: Fold the bottom leaf back under the top leaves. You now have an accordion folded sheet that is 1/4 the width of the full sheet and full height.

Step 4: Fold the top half of the sheet under the bottom half.

Step 5: For extra-large drawings, the drawing can be folded in half again.



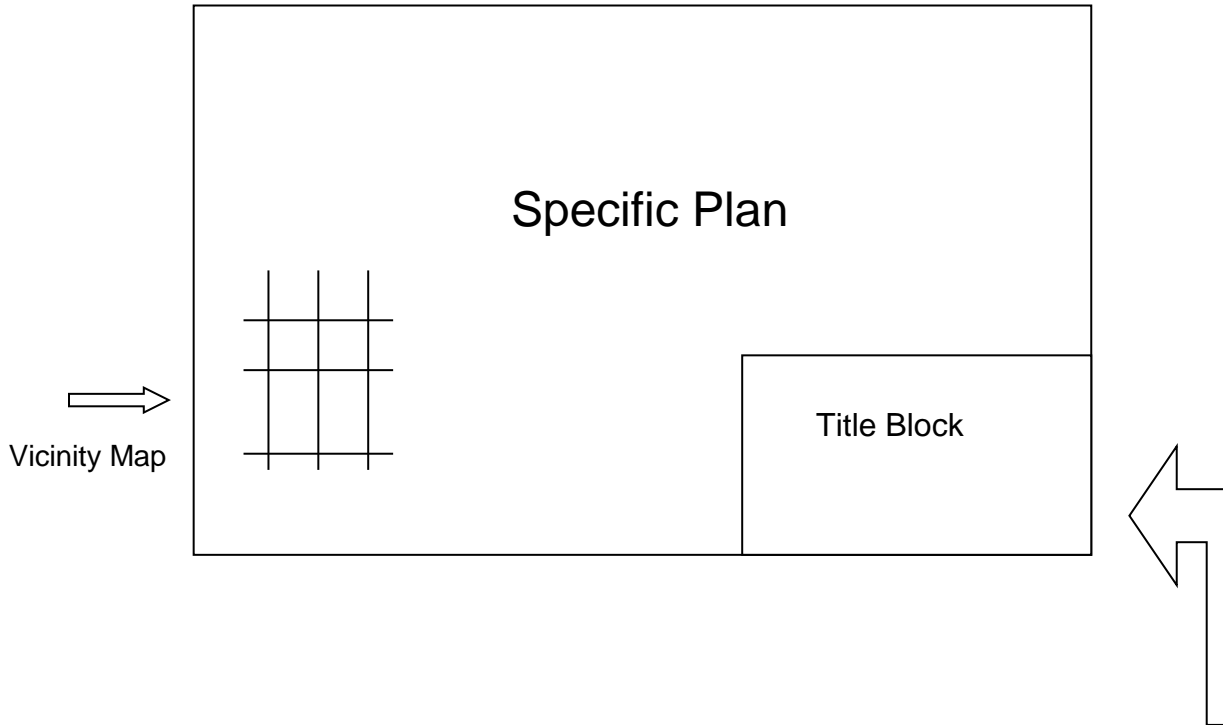
Title Block



CITY OF EL CAJON	
PERMIT NO. _____	
APPLICANT: _____	
ASSESSOR PARCEL NO(S): _____	
REQUEST: _____	

PC RESOLUTION No. _____	APPROVED BY:
CC RESOLUTION No. _____	_____
ORDINANCE No. _____	DATE: _____

Title Block for Specific Plans Only



					CITY OF EL CAJON	
Exhibit	P.C.	Date	C.C.	Date		
					<i>SPECIFIC PLAN NO.</i> _____	
					Planning Commission	Date
					_____	_____
					City Council	Date
					_____	_____
					ORDINANCE No. _____	

Project Information

Project Address/Location:
Permit Application Number:
Brief Description of Work Proposed:

Determination of Requirements

Answer each step below, starting with **Step 1** and progressing through each step until reaching "Stop".
Upon reaching a "Stop"; do not complete any further steps beyond "Stop".

Step(s)	Answer	Progression
Step 1: Does the project consist exclusively of one or both of the activity types listed below? <ul style="list-style-type: none"> • Project with <u>no soil disturbance or change to building general exterior dimensions or structural framing</u>. <i>Examples:</i> interior remodeling, electrical work, HVAC work, plumbing, etc. • Routine maintenance. <i>Examples:</i> roof repairs, pavement repairs or resurfacing, resurfacing or repairing existing sidewalks or pedestrian ramps, trenching and resurfacing associated with utility work, or rebuilding a structure to its original design after a fire or natural disaster. 	<input type="checkbox"/> Yes	Stop. No permanent Storm Water BMP plan is required for routine maintenance type of projects. Routine maintenance projects must include "Construction Stormwater BMP Notes" for Standard Projects on their site plans.
	<input type="checkbox"/> No	Go to Step 2.
Step 2: Does the project create or replace more than 2,500 square feet of impervious area (rooftop or pavement, including roads, sidewalks, parking lots, concrete patios, etc.).	<input type="checkbox"/> No	Stop. Incorporate Standard Project BMP Requirements into the project plans.
	<input type="checkbox"/> Yes	Complete and attach Form I-2.

Certification

Name of Person Completing this Form (Print)		Date Completed	
Signature			

Standard Project requirements are found in the BMP Design Manual chapters 1-4.
 Also review Chapter 7 - Long Term Operations and Maintenance and Chapter 8 - Submittals
<http://cityofelcajon.us/i-want-to/view/documents-forms-library/-folder-137>

**Applicability of Construction (Temporary) and
Permanent (Post-Construction) Stormwater BMP
Requirements for Standard and Priority
Development Projects**

Form I-2

Page 1 of 4

Project Information

Project Name:

Permit Application Number:

The project is (select one): New Development Redevelopment

Project total disturbed area: _____ ft² (Note: 1 acre = 43,560 ft²)

Total proposed newly created or replaced impervious area: _____ ft²
(Impervious area includes rooftops and impermeable pavement, such as concrete or asphalt).

Step 1. Identify Applicable Project Categories

Mark whether each of the following categories describes the proposed project by indicating "Yes" or "No".

	Yes	No
New development projects that create 10,000 square feet or more of impervious surfaces (collectively over the entire project site). This includes commercial, industrial, residential, mixed-use, and public development projects on public or private land.	<input type="checkbox"/>	<input type="checkbox"/>
Redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site on an existing site of 10,000 square feet or more of impervious surfaces). This includes commercial, industrial, residential, mixed-use, and public development projects on public or private land.	<input type="checkbox"/>	<input type="checkbox"/>
New and redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site), and support one or more of the following uses: (i) Restaurants. This category is defined as a facility that sells prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption (Standard Industrial Classification (SIC) code 5812). (ii) Hillside development projects. This category includes development on any natural slope that is twenty-five percent or greater. (iii) Parking lots. This category is defined as a land area or facility for the temporary parking or storage of motor vehicles used personally, for business, or for commerce. (iv) Streets, roads, highways, freeways, and driveways. This category is defined as any paved impervious surface used for the transportation of automobiles, trucks, motorcycles, and other vehicles. <i>Note that this does not include routine maintenance projects as noted on Form I-1 and defined in more detail in Chapter 1 of the BMP Design Manual.</i>	<input type="checkbox"/>	<input type="checkbox"/>
New or redevelopment projects that create or replace 2,500 square feet or more of impervious surface (collectively over the entire project site), and discharging directly to an Environmentally Sensitive Area (ESA). "Discharging directly to" includes flow that is conveyed overland a distance of 200 feet or less from the project to the ESA, or conveyed in a pipe or open channel any distance as an isolated flow from the project to the ESA (i.e. not commingled with flows from adjacent lands). <i>Note: a map of ESAs identified in the City of El Cajon is available at the Engineering Counter and on the City's storm water website. See manual Section 1.4.2 for additional guidance.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Step 1. Identify Applicable Project Categories, continued Page 2		
<p>New development projects of any size, or redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface, that support one or more of the following uses:</p> <ul style="list-style-type: none"> (i) Automotive repair shops. This category is defined as a facility that is categorized in any one of the following SIC codes: 5013, 5014, 5541, 7532-7534, or 7536-7539. (ii) Retail gasoline outlets (RGOs). This category includes RGOs that meet the following criteria: (a) 5,000 square feet or more or (b) a projected Average Daily Traffic (ADT) of 100 or more vehicles per day. 	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
<p>New or redevelopment projects that result in the disturbance of one or more acres of land and are expected to generate pollutants after the completion of construction. <i>Note: most projects are expected to generate pollutants after the completion of construction. If your project is at least one acre but you believe it will not generate pollutants after the completion of construction, include an explanation below. See BMP Design Manual Section 1.4.2 for additional guidance.</i></p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
<p><u>Explanation</u>, if marked "No" and project is at least one acre :</p>		
<p>Are any of the categories above marked as "Yes"?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes – Complete Step 2. <input type="checkbox"/> No – The project is <u>not</u> a Priority Development Project (PDP). Incorporate Standard Project BMP Requirements into the project plans. 		

Priority Development Project requirements are found in the BMP Design Manual chapters 1-5.

Chapter 6 covers Hydromodification

Chapter 7 covers Long Term Operations and Maintenance

Chapter 8 covers Submittal Requirements

<http://cityofelcajon.us/i-want-to/view/documents-forms-library/-folder-137>

Priority Development Projects are REQUIRED to develop and submit a Conceptual Storm Water Mitigation Plan for review and approval during the planning phase and prior to other project approvals

A GRADING AND DRAINAGE PLAN WILL BE REQUIRED ON ALL STANDARD PROJECTS AND PRIORITY DEVELOPMENT PROJECTS

Applicability of Construction (Temporary) and Permanent (Post-Construction) Stormwater BMP Requirements for Standard and Priority Development Projects		Form I-2 Page 3 of 4
Step 2. Priority Development Project Exemptions		
<i>Does the project consist exclusively of either of the activity types below?</i>		
New or retrofit paved sidewalks, bicycle lanes, or trails that meet any of the following criteria: (i) Designed and constructed to direct storm water runoff to adjacent vegetated areas, or other non-erodible permeable areas (ii) Designed and constructed to be hydraulically disconnected from paved streets or roads (iii) Designed and constructed with permeable pavements or surfaces.	<input type="checkbox"/> Yes. The project is <u>not</u> a PDP. Incorporate Standard Project Stormwater BMP Notes into site plan.	
	<input type="checkbox"/> No. Answer the question below.	
Retrofitting or redevelopment of existing paved alleys, streets or roads that are designed and constructed in accordance with the USEPA Green Streets guidance (see BMP Design Manual for details).	<input type="checkbox"/> Yes. The project is <u>not</u> a PDP but must meet Green Streets standards. Contact Engineering staff for details before proceeding with project design.	
	<input type="checkbox"/> No. The project is a PDP*. Go to Step 3.	
Step 3. Special Sizing for Redevelopment (Redevelopment Priority Development Projects only)		
Is the project a redevelopment project?	<input type="checkbox"/> Yes. Answer the question below.	
	<input type="checkbox"/> No. Go to Step 4.	
The area of existing (pre-project) impervious area at the project site is: _____ ft ² (A) The total proposed newly created or replaced impervious area is _____ ft ² (B) Percent impervious surface created or replaced, (B/A)*100 = _____ % The percent impervious surface created or replaced is (select one based on the above calculation):	<input type="checkbox"/> less than or equal to 50%. Only created/replaced impervious areas are considered PDP*. Go to Step 4.	
	<input type="checkbox"/> greater than 50%. The entire project site is a PDP*. Go to Step 4.	

Priority Development Projects are REQUIRED to develop and submit a Conceptual Storm Water Mitigation Plan for review and approval during the planning phase and prior to other project approvals

Applicability of Construction (Temporary) and Permanent (Post-Construction) Stormwater BMP Requirements for Standard and Priority Development Projects

Form I-2

Page 4 of 4

Step 4. Hydromodification Requirements (Priority Development Projects only)

<p>Does the project discharge storm water runoff to any of the following?</p> <ul style="list-style-type: none"> (i) Existing underground storm drains discharging directly to water storage reservoirs, lakes, enclosed embayments, or the Pacific Ocean (ii) Conveyance channels whose bed and bank are concrete lined all the way from the point of discharge to water storage reservoirs, lakes, enclosed embayments (including San Diego Bay), or the Pacific Ocean (iii) Existing underground storm drains or conveyance channels whose bed and bank are concrete lined all the way from the point of discharge to Forester Creek. <i>This exemption cannot be claimed until the San Diego River WQIP has been approved. Check with Engineering staff for details.</i> 	<p><input type="checkbox"/> Yes. The project is exempt from hydromodification management requirements. Stop. The project is a PDP*.</p>
<p>Does protection of critical coarse sediment yield areas apply based on review of the Potential Critical Coarse Sediment Yield Area Map? <i>See the map on the City's Storm Water web page and at the Engineering Counter.</i></p>	<p><input type="checkbox"/> No. BMPs must be sized for pollutant control and hydromodification (flow) control. Answer the question below.</p>
	<p><input type="checkbox"/> Yes. Management measures required. See BMP Design Manual Section 6.2. Stop. The project is a PDP*.</p>
	<p><input type="checkbox"/> No. No additional management measures required to protect critical coarse sediment yield areas. Stop. The project is a PDP*.</p>

* If the project does not require a grading permit, a "Construction BMP Plan for Priority Development Projects without Grading Permits" is required.

Priority Development Project requirements are found in the BMP Design Manual chapters 1-5.

Chapter 6 covers Hydromodification

Chapter 7 cover Long Term Operations and Maintenance

Chapter 8 covers Submittal Requirements

<http://cityofelcajon.us/i-want-to/view/documents-forms-library/-folder-137>

Priority Development Projects are REQUIRED to develop and submit a Storm Water Mitigation Plan for review and approval during the planning phase and prior to other project approvals.

Construction BMP Plan for Priority Development Projects without Grading Permits

Project Name or Address: _____ **Permit ID:** _____

Describe proposed BMPs below, and indicate where they will be used on the "Project Construction BMP Exhibit" on the next page.

BMP Category	BMP Description¹	Proposed? (Y/N/NA)	Description of How This BMP Will Be Used at the Project, or, if Not Applicable, Explain Why
Perimeter Protection	Install BMPs around the perimeter of the work area to prevent dirt from leaving. Common BMPs used include fiber rolls, gravel bags, and silt fence.		
Erosion Control	Divert run-on from surrounding areas from running through disturbed areas, e.g., by using gravel bags or fiber rolls. Stabilize disturbed drainage pathways that run through the site where applicable.		
Inlet Protection	Install gravel bags or equivalent around onsite storm drains. ²		
Waste Management	Collect and properly store trash and other waste materials at least daily. Regularly and properly dispose of wastes.		
Concrete Waste Management	Direct concrete washout to a designated washout area. ³ Discharge to the ground is not allowed.		
Material Storage	Cover materials that could be transported by runoff from rain. Use secondary containment for liquids. Provide fiber roll or equivalent around perimeter of stockpiles, and cover (e.g., with plastic sheeting) before storms.		
Sediment Tracking	Sweep paved areas adjacent to work area as necessary, at least daily, to remove accumulated or tracked sediment. If vehicles will enter the work area, install a stabilized construction entrance.		
Discharge Prevention	Do not allow any water other than rain water to discharge from the site. Maintain appropriate materials to address spills that may occur. Use drip pans to catch leaks from vehicles and equipment.		

1. This table is a simplified description of required BMPs intended for smaller projects that are completed relatively quickly. The City reserves the right to require additional BMPs in accordance with the Municipal Code and Section 2.1 of Appendix B of the City's JRMP where necessary.
2. See CASQA BMP SE-10.
3. See CASQA BMP WM-8.
4. See CASQA BMP TC-1.

Legend/ Standard Symbols

—FR— Fiber roll

I

Inlet protection

WM

Waste storage area

SP

Stockpile

—GB— Gravel bag berm

CW

Concrete washout

E/E

Stabilized entrance/exit



Flow direction

—SF— Silt fence